ST CUTHBERT'S CATHOLIC ACADEMY

TEACHER

EYFS

Reception Class

Application Pack

Care - Courtesy - Concern

Closing date: 12**th May 2023 noon**

Shortlisting Date: **15th May 2023**

Interview Date: **18th May 2023**

Diocese of Lancaster Education Service
Euntes in mundum

Blessed Edward Bamber Catholic Multi Academy Trust

Welcome to St Cuthbert's Catholic Academy

Thank you very much for your interest in our Class Teacher position at St Cuthbert's Catholic Academy. This permanent position offers an exciting opportunity for an Early Careers teacher or more experienced professional, ready to join our team of dedicated staff in September 2023.

St Cuthbert's is one of eight schools that are part of the Blessed Edward Bamber Multi Academy Trust (BEBCMAT) and has a particularly close and unique relationship with Christ the King Catholic Academy (both schools are led by the same leadership team). The trust has expanded rapidly over the last nine months with four new primary schools joining our family in September 2022 and a further primary joining in January 2023. More details on phase two of our expansion can be found on: https://bebcmat.co.uk/trust-schools.

Governors are looking to appoint an enthusiastic, skilled teacher who will support the schools' aspirations for improving the life chances of the children and families we serve. The post is permanent at St Cuthbert's and the successful candidate would take up the position from September 2023.

The position advertised involves leading an effective play-based learning environment that will, in turn, make a significant contribution to the positive educational outcomes of our children. Both of our rapidly improving schools are one form entry however shared planning, organisation and discussion opportunities are frequent between our two sites. There are also opportunities to move between sites, in future years should this be something that interests you.

Although the position is based at St Cuthbert's it is important to understand the close working relationship between them and Christ the King due to the shared leadership team structure. Both schools are unique and distinct in their own way but share a consistent curriculum, behaviour policy and governing body. This special partnership, along with our network with other local Catholic schools in the Blackpool area, continues to strengthen both the practice and faith development of our two schools.

I have been Executive Headteacher across the two school sites I serve for almost nine years and prior to that I was the substantive head at Christ the King. The leaders, staff, pupils and I have worked hard over this time to move our schools forward. Both schools are graded good by Ofsted (both inspections have taken place this academic year) and enjoy close links with St Mary's (Secondary and 6th Form). These three schools were the first schools to form the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT) at the start of the academy journey in 2014. Christ the King and St Mary's Catholic Academies are uniquely co-located on the same site, in new, or newly refurbished buildings, following a large capital programme. The parish church of Christ the King is also on the same site. St Cuthbert's is located in South Shore about three miles away on a large site including conference facilities and playspace. St Cuthbert's church is a short walk away from the school on Lytham Road.

Welcome to
St Cuthbert's Catholic Academy

Here is a brief overview of each of the two primary schools:

Our goal at St Cuthbert's is to create, with our pupils, a loving Catholic learning community in which they are able to thrive and reach their potential, growing into confident, thoughtful and happy young people. This is the heart of our Catholic identity and is the basis of our children's spiritual and moral education. We encourage pupils to "choose life" in all that they do, to work hard, make the best of their talents and develop their appreciation of the gifts of others.

The academy's capacity for sustained improvement in all areas is outstanding because of rigorous assessment and monitoring processes leading to clear, challenging targets and appropriate priorities. (Diocesan Inspection October 2018)

"Pupils are well behaved around school and in lessons. They value the work their teachers do and feel very much part of a school family." (Ofsted Inspection July 2017) School was most recently inspected in March 2023.

Our motto at Christ the King is: **"Believe, Belong, Become."** Staff embrace this vision for our pupils and school whole heartedly. We work hard to engage our pupils to believe in themselves, belong to our community in faith and strive to become the best that they can be. Pupils and staff at the school enjoy the benefits of a brand-new building offering high quality resources and outdoor spaces for our children to play and learn in. A unique addition to our site is our new parish church which is adjacent to our building but can be accessed from within school.

Children in early years are quick to settle and learn routines. Teachers have high expectations of what pupils, including those with special educational needs and/or disabilities (SEND), can achieve. Leaders have developed an ambitious curriculum that engages all pupils. Pupils achieve well. The school is well led and managed. Staff feel appreciated and there is a keen sense of teamwork. Teachers value the steps leaders have taken to prioritise their well-being and workload. (Ofsted Inspection December 2022)

"Christ the King is a welcoming, inclusive, friendly community with a strong ethos where everyone is valued and pupils and staff flourish……It is a harmonious school with a tangible Catholic ethos. (Diocesan Inspection June 2019)

Welcome to
St Cuthbert's Catholic Academy

The work we undertake here in Blackpool will always be challenging, but the co-operative and tireless approach of our two schools, growing together over the last few years, has been fundamental to our success. Both schools were some of the highest performing schools across the town, for their Key Stage Two results (2022), are above national averages.

We are quite rightly very proud of the work our governors, staff and pupils have done to achieve this, but are now eager to look to the next chapter in the life of the two schools, post pandemic during a cost of living crisis. There is, as always, much to do as we continue to be ambitious for all children to experience the very best teaching and achieve well.

Family life for many of our children and their families, is a struggle. Our mission across both schools is to strive towards providing a place that is filled with fun, laughter, enjoyment and discovery. We aim to remove as many barriers to learning as possible, to ensure our pupils achieve their full potential.

Visits to St Cuthbert's are warmly welcomed as it is rather difficult to sum up the joy of our school without physically being in it and meeting our staff and pupils, in the working day if possible. I also encourage you to take the time to look around or ring/email me with any questions, however small.

Yours sincerely,

Sarah Smith
Executive Headteacher

CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Early Year – Reception Class Teacher at St. Cuthbert's Catholic Academy. St. Cuthbert's is part of the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT).

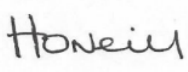
This is a fabulous opportunity for you to join us and work with a fantastic group of committed staff who believe strongly in education and working to improve the life chances of our children and young people.

The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of the children and young people can 'belong, engage and become' – and reach their full potential by realising their God-given talents.

The Trust works in partnership as one family of schools, whilst maintaining and celebrating the uniqueness of each individual school and the community it serves. We are a values-driven Trust. Our core values of Trust, Respect, Faith, Hope and Service are our hallmarks. These values underpin all of our relationships; between staff, pupils, families, our wider parishes and local communities.

In our Trust, we welcome people who share our vision and our absolute commitment to our pupils, our staff, our families, parishes and the wider communities we serve.
If you believe you have the knowledge, skills and experience to make a positive contribution then we would welcome an application from you.

Yours sincerely



Helen O'Neill
Chief Executive Officer

Trust Schools

Christ the King Catholic Academy

Sacred Heart Catholic Primary School

St. Cuthbert's Catholic Academy

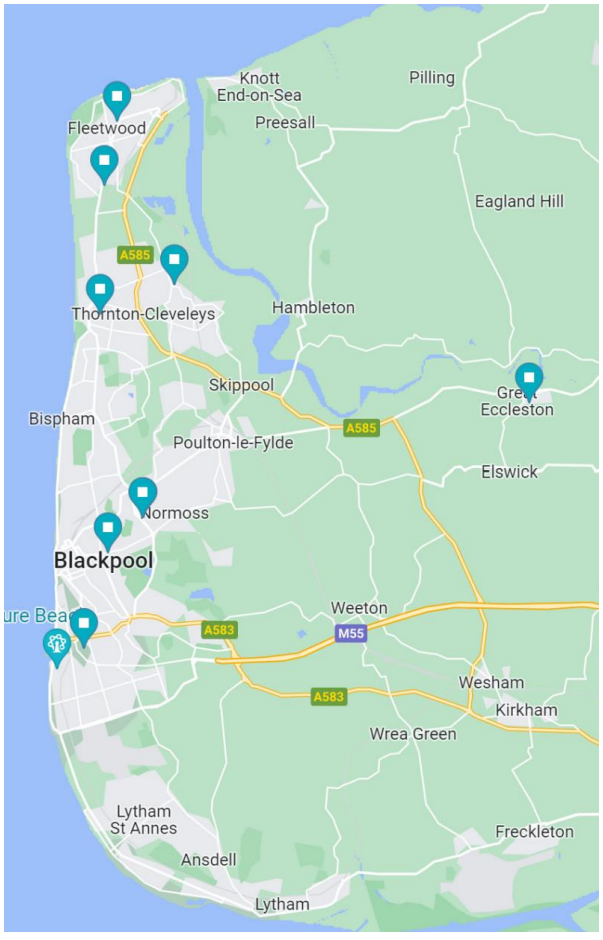
St. Kentigern's Catholic Primary School

St. Mary's Catholic Academy

St. Mary's Catholic Primary School

St. Teresa's Catholic Primary School

St. Wulstan's & St. Edmund's Catholic Academy



How to apply

Applicants must complete the CES application form.

Please use the personal statement section of the application form to provide evidence of how you fulfil each requirement listed on the job description and person specification.

Your application should be addressed to the Executive Headteacher, Mrs. S. Smith and can be submitted electronically to **ssm@ctkacademy.co.uk**

We will acknowledge receipt of your application.

Closing date for applications: **12th May 2023 - noon**

Shortlisting: **15th May 2023**

Interview dates: **18th May 2023**

Post Details:

Post Details: EYFS – Reception Class Teacher

Grade: M1 - UPS

Salary: Teachers' Pay Scale

Contract: Permanent

Hours: Full time

Start Date: 1st September 2023

Job Description

Class Teacher

1.0 Job Particulars

1.1 Job Title: Full-time teacher – Teacher's Pay Scale

1.2 Purpose and responsibility:

Under the reasonable direction of the Headteacher, to carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD) 2015 and to carry out such duties to the appropriate standard detailed in the Professional Standards for Teachers. To teach in accordance with the ethos, organisation and policies of the school as a fully committed member of the teaching team and as detailed in the specific duties below.

As a minimum, main scale teachers will be asked to maintain a focus/overview of a specified subject area in order to advise the school. You are not held responsible or accountable for the subject or the work of other colleagues, unless you request such duties as part of your professional development. The headteacher would wish to ensure that such a request did not distract you from your duties in respect of teaching and learning. This job description is based on and uses text taken directly from the STPCD 2015 and Professional Standards for Teachers

Area of focus: –

1.3 Line Management: Reporting to - Team Leader.

Responsible for – directing the work of allocated Teaching Assistants to ensure effective pupil progress for all pupils

1.4 Liaising with: Headteacher, Leadership Team, Teachers, Support Staff, Parents, Directors, external agencies.

1.5 Working Time: Full time as specified within the School Teachers' Pay and Conditions Document.

2.0 SPECIFIC DUTIES

2.1 Exercise of general professional duties

Teachers are expected to carry out the professional duties of a teacher under the reasonable direction of the head teacher. You will be required to comply with directions which may reasonably be given to you by the head teacher from time to time.

2.2 Professional duties

The following extracts from School Teachers Pay and Conditions (STPCD) 2015 outline the responsibilities of a teacher other than a Headteacher and will be deemed to be updated each year in line with changes in the STPCD. Teachers should refer to the STPCD for a complete statement of their duties and conditions of service. The paragraph numbers 52.1 to 54.10 indicate extracts taken from Section 2, Part 7, of STPCD 2015.

Job Description

Class Teacher

Teachers
52.1 A teacher may be required to undertake the following duties –

Teaching
52.2 Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.
52.3 Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
52.4 Participate in arrangements for preparing pupils for external examinations.

Whole school organisation, strategy and development
52.5 Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
52.6 Work with others on curriculum and/or pupil development to secure coordinated outcomes.
52.7 Subject to sub-paragraph 54.7 supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.

Health, safety and discipline
52.8 Promote the safety and well-being of pupils.
52.9 Maintain good order and discipline among pupils**.**

Management of staff and resources
52.10 Direct and supervise support staff assigned to them and where appropriate, other teachers.
52.11 Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
52.12 Deploy resources delegated to them.

Professional development
52.13 Participate in arrangements for the appraisal and review of their own performance, and, where appropriate, that of other teachers and support staff.
52.14 Participate in arrangements for their own further training and professional development, and, where appropriate, that of other teachers and support staff including induction.

Communication
52.15 Communicate with pupils, parents and carers.

Working with colleagues and other relevant professionals
52.16 Collaborate and work with colleagues and other relevant professionals within and beyond the school.

Working Time
Working days
53.2 A teacher employed full-time must be available for work for 195 days in any school year, of which -
(a) 190 days must be days on which the teacher may be required to teach pupils and perform other duties; and
(b) 5 days must be days on which the teacher may only be required to perform other duties;

and those 195 days must be specified by the employer or, if the employer so directs, by the head teacher.

Job Description

Class Teacher

Specified working hours

53.5 A teacher employed full-time must be available to perform such duties at such times and such places as may be specified by the head teacher (or, where the teacher is not assigned to any one school, by the employer or the head teacher of any school in which the teacher may for the time being be required to work as such) for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which the teacher is required to be available for work.

53.7 In addition to the hours a teacher is required to be available for work under §53.5, a teacher must work such reasonable additional hours as may be necessary to enable the effective discharge of the teacher's professional duties, including, in particular planning and preparing courses and lessons; and assessing, monitoring, recording and reporting on the learning needs, progress and achievements of assigned pupils.

53.8 The employer must not determine how many of the additional hours referred to in sub-paragraph 53.7 must be worked or when these hours must be worked.

53.12 The amount of time a teacher spends taking the break referred to in paragraph 54.3 or travelling to or from their place of work does not count towards the 1265 hours referred to in sub-paragraph 53.5.

In addition the STPCD provides clear guidance on a number of related issues as follows:

54.1 No teacher may be required to work on any Saturday, Sunday or public holiday unless their contract of employment expressly provides for this.

54.2 No teacher may be required under their contract of employment as a teacher to undertake midday supervision.

Daily break

54.3 A teacher who is required to be available for work for more than one school session on any school day must be allowed one break of reasonable length either between school sessions or between the hours of 12 noon and 2.00pm. Deputy Head Teachers and Assistant Head Teachers are entitled to a break of reasonable length as near to the middle of each school day as is reasonably practicable.

Work/life balance

54.4 Governing Bodies and head teachers, in carrying out their duties, must have regard to the need for the head teacher and teachers at the school being able to achieve a satisfactory balance between the time required to discharge their professional duties including, in particular, in the case of teachers to whom paragraphs 53.2 to 53.12 apply, their duties under paragraph 53.7, and the time required to pursue their personal interests outside work. In having regard to this, Governing Bodies and head teachers should ensure that they adhere to the working limits set out in the Working Time Regulations.

Guaranteed planning and preparation time

54.5 All teachers who participate in the teaching of pupils are entitled to reasonable periods of Planning, Preparation and Assessment (PPA) time as part of the 1265 hours referred to in paragraph 53.5 or pro rata equivalent (as the case may be) to enable the discharge of the professional responsibilities of teaching and assessment. PPA time must be provided in units of not less than half an hour during the school's timetabled teaching week and must amount to not less than 10% of the teacher's timetabled teaching time. A teacher must not be required to carry out any other duties during the teacher's PPA time.

Job Description

Class Teacher

Management time

54.6 A teacher with leadership or management responsibilities is entitled, so far as is reasonably practicable, to a reasonable amount of time during school sessions for the purpose of discharging those responsibilities.

Cover

54.7 Teachers should be required to provide cover in accordance with paragraph 52.7 only rarely, and only in circumstances that are not foreseeable (This does not apply to teachers who are employed wholly or mainly for the purpose of providing such cover).

Administration and external examinations

54.8 A teacher should not be required routinely to participate in any administrative, clerical and organisational tasks which do not call for the exercise of a teacher's professional skills and judgement, including those associated with the arrangements for preparing pupils for external examinations such as invigilation.

Training and development

54.9 All staff in the school should have access to advice, training and developmental opportunities appropriate to their needs, including needs identified in objectives or in appraisal statements or reports.

54.10 A teacher serving an induction period under the Induction Regulations must not teach for more than 90% of the time that a teacher at the school not subject to those regulations would be expected to teach.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade**.**

Person Specification

APPOINTMENT OF CLASS TEACHER

PERSON SPECIFICATION/SELECTION CRITERIA

[A] QUALIFICATIONS, TRAINING AND EXPERIENCE

	Essential	Desirable
Qualified Teacher Status	✓	
Catholic Certificate of Religious Studies		✓
Commitment to obtaining the Catholic Certificate of Religious Studies	✓	
Degree	✓	
Evidence of appropriate professional development for the role of class teacher	✓	
Experience in teaching in the primary classroom (EYFS, KS1 or KS2)	✓	

[B] PROFESSIONAL KNOWLEDGE AND UNDERSTANDING

Applicants should be able to demonstrate a good knowledge and understanding of the following areas relevant to the phase and their implications for a Catholic Academy:

	Essential	Desirable
The distinctive nature of a Catholic School/Academy	✓	
Have high expectations for all young people and adults	✓	
Articulate, deliver and maintain vision and practice for high quality, inclusive education and care	✓	
Communicate effectively both verbally and in writing	✓	
Be efficient, highly organised and able to deal effectively with a class teacher's roles and responsibilities together with aspirations for further development and responsibilities	✓	
Understand and have good knowledge of recent curricular and pedagogical issues	✓	
Demonstrate strong subject knowledge and understanding over the curriculum subjects	✓	
Demonstrate good knowledge of, and success towards meeting, the Professional Standards	✓	
Demonstrate effective use of Learning and Teaching strategies and Assessment for Learning	✓	

Person Specification

[C] INTERPERSONAL SKILLS AND PERSONAL QUALITIES

Applicants should be able to demonstrate from their experience an ability and desire to:

	Essential	Desirable
Effectively inspire learners and enable outstanding learning	✓	
Establish effective working relationships with staff, parents and the wider community	✓	
Work with colleagues to move towards outstanding practice	✓	
Prioritize, plan, organise and manage time	✓	
Lead extra-curricular activities		✓
Be committed to own personal development and training	✓	
Be curious, positive and resilient and show initiative in supporting school improvement	✓	
Raise pupil performance standards for all learners	✓	
Act as a role model for pupils and other staff by setting high personal and professional standards	✓	
Deal sensitively with people and resolve conflicts	✓	
Have a passion to work at our school and view the post as a privileged position	✓	
Supportive of the Academy's Catholic ethos	✓	
Practising Catholic		✓

[D] EXPERIENCE AND KNOWLEDGE OF TEACHING

	Essential	Desirable
Recent teaching experience within the primary phase	✓	
To effectively use assessment data and target-setting to raise standards	✓	
Teaching experience within the Key Stage for which you are applying		✓

[E] PROFESSIONAL ATTRIBUTES

	Essential	Desirable
Excellent written and verbal communication skills	✓	
Ability to demonstrate excellent classroom practice	✓	
Fully ICT competent	✓	

[F] APPLICATIONS, CONFIDENTIAL REFERENCES AND REPORTS

	Essential	Desirable
Written reference(s) only	✓	
Letters should address the criteria identified in the person specification	✓	
Application forms should be completed in full	✓	
Letters should be clear and concise and no longer than two sides of A4 (minimum font size 12)	✓	
Two supportive written references confirming professional & personal knowledge, skills & abilities referred to above.	✓	
Positive and supportive faith reference		✓

Safeguarding Information

Introduction

The Blessed Edward Bamber Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children, including 'Keeping Children Safe in Education' guidance. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

Safer Recruitment

Job descriptions and person specifications make reference to safeguarding and child protection. All posts are subject to satisfactory completion of enhanced Disclosure and Barring Service certificate (DBS) checks. All advertisements include a safeguarding statement and commitment.

Application Stage

All applicants are scrutinised to verify identity and academic qualifications, Professional references are requested using our standard pro-forma for short-listed candidates. As a minimum, references should be from the tow most recent employers and a Parish Priest if applicable. References are checked against previous employment history and gaps in employment. Professional references must be obtained from work email addresses. Our standard reference proforma makes reference to suitability to work with children and young people. The application form requires applicants to complete a disclosure of any criminal convictions.

Short listing

Only those candidates meeting the criteria outlined in the person specification will be short listed. All short-listed candidates will be subject to an online search as part of our safer recruitment due diligence.

Interview

Shortlisted candidates will take part in an interview and selection process. Candidates will be asked to address any discrepancies or gaps in their employment history. Candidates will be reminded of their responsibility to disclose any criminal convictions if they have not already done so. Proof of identity, qualifications and right to work in the UK must also be provided at interview.

Appointment

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts. Other pre-employment compliance checks will be carried out. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online searches, medical check, evidence of qualifications plus verification of the right to work in the UK. For teaching positions, barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

Probation

All new staff will be subject to the trust probation procedures for a period of 6 months. The probation period is to enable the assessment of an employee's suitability for the job and which includes a review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

Equal opportunities

BEBCMAT recognises the value of, and seeks to achieve a diverse workforce. BEBCMAT takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. The Trust is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

General Data Protection Regulation

BEBCMAT is committed to ensuring that the privacy of an individual is protected. By signing a contract of employment, the employee is agreeing to the Trust processing their personal data, including 'sensitive personal data' as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/or administrations, as well as complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to the Trust. A full list of these organisations is available on request from the CFO.

Blessed Edward Bamber

Catholic Multi Academy Trust