



SAINT BEDE'S  
CATHOLIC HIGH SCHOOL

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## JOB APPLICATION PACK

### PART-TIME TEACHER OF SCIENCE (0.6)



*Fons Sapientiae - Fount of Wisdom*



# APPLICATION PACK OVERVIEW

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## MISSION STATEMENT

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**'We aim to reflect true Christian values proclaimed in the Gospel, and seek to provide a caring community in which young people can grow as balanced individuals, spiritually, morally and intellectually and so participate fully in the real world'.**

Saint Bede's is first and foremost a Catholic Community. The spirit of the Gospel is at the heart of our faith, community and relationships. Our ethos reflects the values taught by Christ in the Gospels: love, dignity, peace, service, faith, truth, justice and stewardship. Our mission in education is a work of love, in which all our pupils can receive a broad and balanced Catholic formation, so they can live a full and abundant life. (John 10:10)

We recognise our duty and privilege in upholding the doctrines, traditions and practices of our faith and unite as a community in celebration of our distinct Catholic identity.

We provide a supportive and joyful education of the whole person, helping each of our pupils discern their own unique vocation. We foster a spirit of compassion and service, preparing our pupils to play an active role in the Church, becoming the living body of Christ through support of the most vulnerable and marginalised in our local and global community.

We affirm the value and dignity of each of our pupils and welcome those of other faith and traditions. We recognise that each member of our community is unique in his or her spiritual needs, faith development, interests and motivations. We are committed to ensuring that everyone has the opportunity to know, love and serve God in his or her own way.



# HEADTEACHER'S WELCOME

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Thank you for expressing an interest in applying for the role of Teacher of Science at Saint Bede's Catholic High School.

As a Catholic school, within the Diocese of Lancaster, our ethos of 'Being a Bede' encapsulates what we believe we are all about in our school. We are a family and a community, in which each child in our care is supported and challenged to make the very most of their God-given potential and be the best that they can be in every aspect of their personal, spiritual and academic development..

Our expectations regarding behaviour, uniform and respect towards others are unapologetically high. Our pupils are proud to 'Be a Bede' and in turn we are proud of them and their achievements. Visitors to the school frequently comment on the calm and caring atmosphere they experience and the warm welcome they receive from pupils and staff alike.

*'At Saint Bede's Catholic High School, students clearly feel part of a community where they are valued as unique individuals. They readily bear witness to the ways in which they are supported and cared for by senior leaders, the whole staff team, and each other. They appreciate the distinctive Catholic nature of their school, speak warmly of it, and value being part of the St Bede's family.'*

Catholic Schools Inspectorate - March 2023

We are seeking to appoint an enthusiastic and innovative teacher of Science to join our dedicated Science department. You will be joining a hardworking department comprising of experienced teachers who are committed and talented practitioners, have a passion for their subject and who deliver high quality learning through working closely together to achieve the best possible outcome for our students.

Potential candidates are very welcome to visit our school to meet our pupils and our Head of Science.

We look forward to receiving your application.

Yours sincerely,  
Mr P Marsden



# JOB DESCRIPTION

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**Salary:** MPS/UPS

**Reporting to:** Mr Marsden, Headteacher  
Mr Smith, Head of Science

**Start Date:** Easter 2024 / September 2024\*  
*\*Start date negotiable for successful candidate*

## MAIN PURPOSE

- Maintain and build upon the standards achieved in the award of QTS (Secondary) as set out by the Secretary of State.
- Meet the expectations set out in the Teachers' Standards

## ROLE AND RESPONSIBILITIES

### **TEACHING AND LEARNING**

- To manage pupil learning through effective teaching in accordance with the department's schemes of work and policies.
- To ensure the implementation of a whole-school policy for English, which provides consistent high-levels of teaching and learning to support pupils' personal and academic development.
- To assist in the process of curriculum development and change, in order to ensure a continued relevance to the needs of pupils, examination and awarding bodies and the mission of the Catholic Church.
- To ensure continuity, progression and cohesiveness in all teaching.
- To use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of pupil needs, and ensure equal opportunity for all pupils.
- To set homework regularly, (in accordance with the school homework policy), to consolidate and extend learning and to encourage pupils to take responsibility for their own learning.
- To work with SEN staff and support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximize their effectiveness within lessons.
- To work effectively as a member of the department team to improve the quality of teaching and learning.
- To set high expectations for all pupils, to deepen their knowledge and understanding and to maximize their achievement.
- To use positive management of behaviour in an environment of mutual respect which allows pupils to feel safe and secure and promotes their self-esteem.

### **MONITORING, ASSESSMENT, RECORDING, REPORTING AND ACCOUNTABILITY**

- To be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge.
- To contribute towards the implementation of Student Passports as detailed in the current Code of Practice particularly the planning and recording of appropriate actions and outcomes related to set targets.
- To assess pupils' work systematically and use the results to inform future planning, teaching and curricular development.
- To be familiar with statutory assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents.
- Keep an accurate register of pupils for each lesson.

### **SUBJECT KNOWLEDGE AND UNDERSTANDING**

- To have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses.

# JOB DESCRIPTION

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## **Whole-school organisation, strategy and development:**

- Support the SLT in the day-to-day organisation of the school
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's Catholic ethos, values and vision
- Act as a Form Tutor as required and fulfil effectively the pastoral expectations and responsibilities related to this role
- Make a positive contribution to the wider life and ethos of the school
- Ensure teaching and learning within Science is aligned with the school ethos

## **Health, safety and discipline:**

- Promote the safety and wellbeing of pupils
- Manage pupil behaviour effectively to ensure a good and safe learning environment
- Have responsibility for their own health and safety and that of others when carrying out their duties and must help manage the application of the school health and safety policy

## **Professional development**

- Engage fully in the school Performance Development process
- Take part in further training and development in order to improve own teaching
- Take part in professional development within Science, sharing ways to improve subject teaching with others
- Lead other teachers in maintaining subject knowledge and latest pedagogical developments
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## **Communication**

- Communicate effectively with pupils, parents and carers

## **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Assist the Head of Science in ensuring a positive, purposeful and productive team spirit within the department.

## **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

## **Management of staff and resources**

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them

## **Equal Opportunities**

- We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

## **Attendance**

- Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

## **Safeguarding Commitment**

- This school is committed to safeguarding and protecting the welfare of children and young people. All staff and volunteers must follow school policies and the staff code of conduct.

*The above sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the post holder could be asked to carry out. Please note that this is for guidance only. Post holders are expected to be flexible, to operate in different areas of work and may be required to undertake a lower graded role as appropriate.*



# HOW TO APPLY

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To apply please submit the CES application form, and supporting recruitment documents, attached with this pack and available from the school website.

For your supporting statement, we ask that you complete this on the application form, using Calibri/Arial font size 11, and no more than two pages in length.

Completed CES Application Forms should be emailed to [head@stbedeslytham.lancs.sch.uk](mailto:head@stbedeslytham.lancs.sch.uk) or posted to:

MR P MARSDEN, HEADTEACHER  
SAINT BEDE'S CATHOLIC HIGH SCHOOL,  
TALBOT ROAD, LYTHAM ST ANNES, LANCASHIRE, FY8 4JL

Please note that the closing date for applications is **Tuesday 12<sup>th</sup> December 2023 at 12noon.**

**Interviews will be held prior to Christmas.** Candidates will be invited to interview by telephone and should ensure that a working day contact number is included in their application.

**The required start date** is Easter 2024, however, September 2024 will be negotiable for the successful candidate.

**Visit to the school:** If you would like to visit our school before applying, please contact Mrs Kelly, School Manager, on 01253 667 526 or by emailing [skelly@stbedeslytham.lancs.sch.uk](mailto:skelly@stbedeslytham.lancs.sch.uk)

