



**THE BISHOP
FRASER TRUST**
A CHURCH OF ENGLAND MULTIACADEMY TRUST



DIRECTOR OF PERSONAL DEVELOPMENT AND SAFEGUARDING Application Pack



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Welcome to The Bishop Fraser Trust from Mrs Tuesday Humby, Chief Executive Officer

Dear Applicant

In January, I took on the role of Chief Executive at The Bishop Fraser Trust and I am delighted that you are thinking about joining us. The Bishop Fraser Trust is a Multi Academy Trust which was set up on the 1st December 2017. Our family of schools are as follows;

- St James's Church of England High School (11-16)
- Canon Slade School (11-18)
- Bolton St Catherine's Academy (3-16)
- Bury Church of England High School (11-16)
- St Catherine's Church of England Primary, Horwich (3-11)



The Trust's vision is based on our strongly held Christian values: **"To allow all children to experience 'Life in all its fullness', no matter what their starting point."** We offer a high quality, inclusive and distinctive education within a caring and nurturing environment based on our Christian values, recognising the uniqueness of each child.

We are an outward facing Trust and constantly look to learn and collaborate with others. We also have an excellent provision via our Train Teach Lead Partnership (TTLP), which offers excellent CPD and school to school support. Our links with Manchester Diocese, GMLP and the Bolton Learning Partnership continues to be strong.

We became a Trust to secure the special nature of our individual schools as we do not think that one size fits all. Our schools still retain considerable autonomy over their curriculum to ensure it is the best possible offer for the context of the school.

Our employees are very important to us as we rise or fall by the professionalism and dedication of our staff. As such, I place great importance on continuous professional development for all staff members and have always strived to create a culture where our educators know that if they go the extra mile for our children, we will do the same for them.

Educational attainment is important to me, I want to make sure we are opening all doors for our children. However, as important to me is children's personal development. I firmly believe that character education is a cornerstone in the development of well-rounded, responsible, and empathetic individuals who will go on to make meaningful contributions to our world. In this way we prepare our pupils to lead **'life in all its fullness'**. When recruiting, we always look for people who share these beliefs. If this strikes a chord with you, then we would love to hear from you.

Tuesday Humby
Chief Executive Officer

Why work for The Bishop Fraser Trust?

Professional Development

Making thousands of professional decisions every day requires the best evidence, knowledge, and professional wisdom to secure the best outcomes for our children. At TBFT, we recognise the importance of investing in our staff and placing continuous professional development (CPD) at the heart of our efforts to engage, develop, and retain the best talent. We offer a range of development opportunities and strong career pathways for all roles within the Trust. Whether through internally run programmes or partnerships with external providers, we provide accredited and bespoke training programs, including a range of NPQs to support teachers and leaders at all levels. Moreover, we collaborate closely with other educational leaders to deliver high-quality CPD in pedagogy, behaviour management and curriculum development. Through steering groups, forums, improvement networks, peer reviews and conferences, you will have the support and challenge of your peers from across the Trust, fostering opportunities to network and collaborate.

Equality, Diversity and Inclusion

Our strategy underscores the importance of weaving equality, diversity and inclusion throughout all our work. While we acknowledge that there is more to be done in this area, we are committed to the process of inclusion, and the continuing focus on removing barriers to participation and access, alongside the focus on recruitment and support of a diverse workforce. We want to become a more diverse organisation at senior levels, and so welcome applications from black and ethnic minority candidates who are currently under represented. We always hire on merit and welcome discussions around flexible working. We believe in the power of our people and their potential to make a positive impact on the lives of our pupils. Join us in shaping a brighter future for education, where everyone is valued and empowered to succeed

Wellbeing and Support

We understand the importance of taking care of our employees' wellbeing. We know that the thing that has the biggest impact on people's wellbeing is their leadership, and with that in mind we are focussed on developing our leadership capability across the Trust. In addition, we also offer a range of services that are designed to support your health and wellbeing. From an employee assistance programme for you and your family, a counselling service and legal helplines, fitness and wellbeing support, to gym and retail discounts and more, we strive to ensure your happiness and health in your role.

Additionally, our academies have the freedom to offer workload support tailored to their local preferences, which may vary slightly from one location to another. We also value the need for refreshment and re-energisation, offering generous holiday provisions, parental leave, and flexible working arrangements. Working for TBFT also includes membership of either the Local Government Pension Scheme (LGPS) or Teachers' Pension Scheme (TPS) depending on the role applied for. Our package of support continues to evolve as we refine how we recognise and reward our employees' contributions in various ways. We recognise the importance of TBFT being a flexible workplace and are determined to be creative and to develop our approach further.

About our Trust

Welcome to The Bishop Fraser Trust which was established in December 2017. We came together to support one another and enhance our schools' communities to enable all of our young people to experience '**Life in all its fullness**' through an excellent education based on our Christian values.



We are dedicated to the Bolton and Bury areas. All our schools can be reached within 20 mins from our Central Office, which is based at Bolton St Catherine's Academy.

Our strategic growth plan aims to expand our primary sector to around 4 / 5 schools in the next few years and establish the primary trust offer. We would also consider further growth in our secondary sector.

Our vision is: allow all young people to experience '**life in all its fullness**' (John 10:10), no matter what their starting point. Our Trustees' work focuses on how we operate as a Christian Trust through our four values of:

Wisdom

Community

Hope

Dignity

These values are the basis of all decision making. These four values are woven through each of the schools' core values. We work collaboratively at all levels; Executive Team, Strategic Leadership Group, Senior Leader Teams, Departmental Hubs and with our large body of associate support staff. What is clear is that together we are stronger. Our teams now share best practice at all levels, benefitting our young people's education, both academically, spiritually and culturally and their own professional development.

Developing our workforce is so important to us. We have a legacy teaching school which we have retained, the Train Teach Lead Partnership (TTLP), a standalone centre based at St James's CE High School with a Director and Manager to oversee all aspects. The Director of Teaching and Learning will work closely with TTLP. Through TTLP, we support the Trust with:

- Support the training and development of new teachers through our School Direct Programme and will continue once School Direct end next year with local universities. The Trust successfully appoints Schools Direct candidates, who have completed their training through the TTLP.
- NPQs & Apprenticeships
- SLT, Trustee, Governor, Middle Leader & Support Staff Training
- School to school support both in the Trust and the local area, we have 50+ SLEs registered.

We are approved by the Department of Education as an academy sponsor and are seeking to continue to grow our Trust further.

About our Schools

- **Bolton St Catherine's Academy**

Bolton St Catherine's Academy educates children and young people from 3 to 16 years of age. The values of Bolton St Catherine's Academy are underpinned by a growing Christian ethos. They are an inclusive Academy for those of Christian faith, for those of other faiths, and those of no faith. St Catherine is the Patron Saint of Students and Scholars and at Bolton St Catherine's Academy, learning is at the heart of everything.

The entire Academy is geared to support every single child as they develop and progress, guaranteeing success for each individual. Bolton St Catherine's Academy is located in a £36million building with innovative spaces and state of the art facilities to support children's learning. These facilities are amongst the very best in the country and support in delivering a rich, varied and relevant curriculum.

Challenging targets and goals are set for every single student and staff work tirelessly to ensure these are achieved. Children learn and develop most effectively when they are happy and secure. At Bolton St Catherine's Academy staff strive to develop an environment in which learners thrive, working to develop trust and mutual respect between everybody within the Academy and beyond.

- **St James's Church of England High School**

St James's is a Church of England Secondary School that was judged to be 'Good' by OFSTED in 2022 with behaviour and attitudes; personal development as well as leadership and management at the school being described as 'Outstanding'.

Our mission is to ensure every young person, no matter what their starting point can experience 'life in all its fullness.' To this end we ensure every young person fulfils their full academic potential whilst also developing into happy, confident, compassionate and accomplished young adults. We are ambitious for every student and we support and encourage them to be ambitious for themselves.

We believe in the importance of teaching students that success comes from hard work and self-discipline, however, we also ensure that students who struggle get the bespoke support and help they need to catch up.

St James's High School is a high performing Church of England Academy. We have high academic standards and each year our students achieve excellent results, above the national average. We recruit the best Teachers and invest in their training and development to ensure every student is inspired and consequently flourishes.

We are a Church of England school that welcomes members of other Christian denominations, and of other faiths. Our Anglican beliefs, values and worship are central to everything we do. Every child is valued at St James's and through the highest quality pastoral care they are nurtured and loved. Our moto 'Caring for others + Achieving excellence' sums up our view that care must and should come first in order to support and enable achievement.

All staff at St James's are absolutely committed to giving every young person the very best. We work to ensure all students go on from us as committed, caring, serving leaders that work to make their communities and our society a better place.

- **Canon Slade School**

Canon Slade School has a long and distinguished history, originally founded in 1855 by the then Vicar of Bolton, Canon James Slade. Over those one and a half centuries, the school has served families throughout Bolton and much farther afield in providing an outstanding education set firmly within a strong Christian ethos.

Though the school has changed much since its inception, our motto **“Ora et labora”** (Pray and Work) is still the guiding principle. It is this commitment to work and the Christian life that ensures the success of the school and its ability to flourish in a constantly changing and challenging world.

A visit to the magnificent school Chapel bears witness to the centrality of Christian faith. Every member of the school community is involved in an act of Christian worship each day and everyone is expected to do their best in every aspect of their work. High standards of behaviour are demanded and mutual respect is part of the embedded culture.

Christian values of compassion and love for one another allow each individual to grow in a safe, caring community which has high expectations for all.

Canon Slade School is a friendly, vibrant and exciting place in which every member of the school community is recognised and valued for the individual they are, made in the image of God, and where each is given every opportunity to fulfil their potential.

- **Bury Church of England High School**

Our Christian faith is fundamental to what we do in a church school, yet we do not often stop to think how that faith directly impacts on the way we ‘do school’. The school motto of **“Luceat Lux Vestra”** (Let your light shine) is central to what we are about as a learning community.

Our ‘Believe, Achieve, Inspire’ approach is all about putting the teaching of Jesus into practice. Jesus explained that the reason he had come was so that people “may have life in all its fullness”. To embrace life to the full, young people need to believe in themselves, in God’s goodness and purpose for them, and that they can make a positive difference in this world.

To enjoy that fullness of life, they need to achieve the best qualifications of which they are capable, the life skills to engage with the wider world with confidence and a sense of being at peace with God and themselves. To experience the breadth of that fullness they need to inspire others by their gifts and abilities, with their vision and passion and to join them in the adventure of life.

In short, we are called to enable them to ‘Let their light shine before people, that people may see their good work and give glory to their Father in heaven’.

- **St Catherine's CE Primary School**

St Catherine's CE Primary School was founded in 1889. It has always had a reputation for high standards of education, with an emphasis on the Christian values of caring, co-operation, trust and respect. It can be seen in relationships, attitudes, understanding of right and wrong, forgiveness, tolerance and in the welcoming of all faiths and cultures. These values play an important part in our school life, and we are proud to recognise that our Church Aided status makes St Catherine's a very distinctive school.

St Catherine's is proud to be a Church of England Aided School, our belief being that God has made our world and has come to it in Jesus Christ.

The Christian values of compassion, honesty, fairness, love, and respect of God's world are at the heart of our community, giving us the inspiration for our life together as a family school, and underpin everything we do.

St Catherine's is a one form entry school with 30 children in each class and a 52-place nursery.

St Catherine's was rebuilt on the Greenstone Avenue site in 2003. This move offers the pupils and community a wonderful new building. There are 7 roomy, permanent classrooms set around 2 shared areas, each with its own cloakroom, toilets and work area. Star Books, a purpose-built library, is used to support the delivery of the curriculum. The large hall is used for collective worship, PE and as a dining room.

The school is lucky to be situated in generous grounds with two playgrounds, a Japanese garden, a purpose-built outdoor environment for Early Years and a substantial sports field which is available for outdoor lessons and games.

JOB DESCRIPTION

Job Title:	Director for Personal Development and Safeguarding	Department/Group:	Senior Leadership Team
Level/Salary Range:	L18 – L22	Reporting to:	Chief Executive Officer
Contract term:	Permanent	Hours per week:	Full Time
Vision Statement			
<i>“To allow all children to experience ‘life in all its fullness’, no matter what their starting point” by:</i> • Offering a high quality, inclusive and distinctive education • A caring and nurturing environment based on our Christian values • Recognising the unique nature of each child.			
Main Objectives of Role:			
THE SCHOOL TEACHER’S PAY AND CONDITIONS DOCUMENT SETS OUT THE STATUTORY RESPONSIBILITIES OF ALL STAFF. THIS JOB DESCRIPTION COMPLEMENTS THAT DOCUMENT AND PROVIDES THE SPECIFIC CONTEXT FOR THIS POST The Director for Personal Development and Safeguarding will promote and implement strategies for improving the personal development experience of all our pupils at The Bishop Fraser Trust. • Work in partnership with the school improvement team, Headteachers and Heads of Department • To hold a strategic overview of subject development of PSHE/RSHE programmes. • To lead on the development of enrichment and social action programmes • To ensure consistency of standard of careers education across the Trust. • To lead on Trust level pupil voice and leadership. • To lead on our inclusivity agenda, which aims to ensure that all schools are fully inclusive in their practices. • To be the strategic lead for safeguarding across the Trust, ensuring the Trust is compliant in all aspects of its safeguarding duties and that there is a culture of the highest vigilance across all aspects of school life.			
Job Description:			
Safeguarding • Ensure Governors and Trustees are kept well informed of high priority safeguarding risks across the Trust • To undertake strategic assessment to identify safeguarding risks and how they may impact on pupils, focusing on early intervention and prevention • To have oversight of the strategic safeguarding objectives and action plans at both MAT and local school level • To ensure that all safeguarding policies, procedures and practice and consistent across the Trust • To ensure that MAT has a single system for recording and case managing safeguarding concerns and these are being used consistently across the Trust, with clear thresholds for reporting • To develop excellent working relationships with statutory agencies across all relevant LA areas • To ensure that all schools are sufficiently trained in the management of their safeguarding data • To provide opportunities for safeguarding leads to regularly network across the MAT to promote good practice and consistency • To organise annual external reviews and ensure actions are undertaking in a timely manner.			

PSHE/RSHE

- Support Leaders and Teachers of PSHE/SRE in each allocated school as needed, ensuring agreed best practice is being followed, providing extra support and capacity where it is needed.
- Work with allocated schools to ensure that the Personal Development curriculum, delivery model and assessments being used are of the highest quality
- Identify best practice locally, nationally and internationally in order to refine or bespoke the practice to the needs of schools.
- Reactive resourcing to regional or national incidents.
- Providing training, support and networking for PSHE/RSHE leads in academies.
- Ensure consistency in terms of Education Reviews on the delivery of PSHE/RSHE, providing a framework for good practice.

Enrichment and Social Action

- Create and deliver a plan of activities that schools can undertake collectively as a Trust.
- Support the delivery of The Duke of Edinburgh programme across the schools, ensuring that we are optimising efficiencies.
- Maintain effective relationships with charities including DofE at Regional level
- Work with schools to meet targets around numbers of pupils attending enrichment and social action opportunities and be responsible for accurate reporting to the Trust Board.
- Source funding opportunities where applicable to enhance the enrichment offer.
- To provide opportunities for enrichment leads to regularly network across the MAT to promote good practice and consistency
- Working with PD leads to ensure that enrichment embedded within subject curriculums meets curriculum intent, offering advice to refine practice.

Careers

- Work with schools to ensure all Gatsby benchmarks are met and be responsible for accurate reporting on these measures to the Trust board.
- To ensure we are meeting our statutory requirements in terms of provider access legislation
- To work with schools to meet our NEETS targets.
- To provide opportunities for Careers leads to regularly network across the MAT to promote good practice and consistency
- Work with schools on developing work experience offers.
- Establish The Bishop Fraser Trust University Outreach programme

Pupil Voice

- To be responsible for the Trust pupil voice council
- To ensure that there is a consistent approach to pupil voice across the Trust and that within this we are capturing the experience of our minority groups.

Vulnerable Pupils

- To be a source of expertise on how to ensure our most vulnerable pupils are accessing the curriculum.
- To provide guidance and support to schools in terms of best practice around the setting up of internal alternative provision and interventions.

Other

- Undertake other various responsibilities as directed by the line manager
- Motivation to continually improve standards and achieve excellence above norms
- This post is subject to an enhanced Disclosure and Barring Service Check.



Safer Recruitment Statement

The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff employed by the Bishop Fraser Trust are expected to:

- Uphold and promote the Trust's vision
- Uphold and promote the Christian ethos of all schools in the Trust
- Support and contribute to the achievement of all students academically and pastorally
- Support and contribute to the Trust's responsibility for safeguarding all students
- Undertake professional training to enhance personal development and job performance;
- Comply with all Trust and individual school policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, Governors, Trustees and Members; treating everyone with dignity and respect
- Share best practice, expertise and skills with others
- Seek to be positive and build up the common good through their own individual contribution to the life of their school
- Offer ideas and suggestions for making things better
- Engage actively in the appraisal and performance review process
- Seek to develop a better work/life balance
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description
- Work within the Trust and individual school's Health & Safety Policies to ensure a safe working environment for all staff and pupils.
- Follow any reasonable request from the Headteacher or SLT to undertake work of a similar level that is not specified in this job description.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

This job description is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

Last Updated:

February 2024

PERSON SPECIFICATION

	Director of Personal Development and Safeguarding CRITERIA	Essential / Desirable
Qualifications	First degree or equivalent	E
	Designated Safeguarding Level 3 training	E
	Evidence of professional development in school improvement and school-to-school support	E
Experience	Led whole school Personal Development and/or safeguarding for at least three years at senior leadership Assistant Principal level or equivalent.	E
	Proven record in delivering excellent results as a classroom teacher or in role as senior leader.	E
	Experience of more than one school	E
	Experience of identifying, implementing, monitoring and evaluating effective strategies for improving school's personal development offer.	E
	Experience of leading, coaching and mentoring as well as delivering staff training	E
	Experience of resolving complex problems and situations successfully in school	E
	Experience of working across phases in at least three of the following EYFS, KS1, 2, 3, 4, 5.	E
Knowledge and Skills	Up to date knowledge of legislation relating to all aspects of Safeguarding, Personal Development and hands on experience of delivery of PSHE/RSHE.	E
	Up to date knowledge of the Ofsted framework in all areas of Personal Development and Safeguarding.	E
	Excellent communication and presentation skills.	E
	Ability to consider both the detail and the 'bigger picture'	E
	Self-motivated and resilient	E
	Effective team worker and leader	E
	Have a strong interest in transition.	E
	Love enrichment and opportunities to develop character	E
	Sees SMSC education as an opportunity and not a bolt on.	E
	Have a highly effective style that is both consultative and influential	E
	Strong emotional intelligence	E
Values	Personal vision is aligned with The Bishop Fraser Trust	D
	Genuine passion and a belief in the potential of every student	E
	Motivation to continually improve standards and achieve excellence above norms	E

Living and working in Bolton & Bury



Bolton and Bury are great places to work!

Affordable cost of living: compared to some of the bigger cities in the UK, the cost of living in Bolton and Bury is relatively affordable.

Convenient transportation: Bolton and Bury have transportation links, with easy access to the M60, M61 and M62 motorways and regular train services into Manchester City Centre. Bury has an excellent tram link to Manchester central and two major train stations.

Beautiful green spaces: Bolton and Bury have a range of beautiful parks and green spaces, such as Heaton Park, Jumbles Country Park and Rivington and Moses Gate Country Park. These offer an opportunity to escape from the hustle and bustle of daily life, and enjoy nature walks, picnics, or outdoor activities. The local moorland is exceptional.

Cultural attractions: Both towns have a rich industrial heritage and have a number of museums, galleries and historical landmarks that showcase this. These include the Bolton Steam Museum, Bury Transport Museum, and the East Lancashire Railway, which is a popular tourist attraction. Bolton has an excellent theatre, The Octagon. Manchester offers a huge array of culture and arts programmes.

There is a plethora of eating places, country pubs and activities. Bolton runs the UK Iron Man competitions in July and there is the Food Festival in August.

Academic institutions: Bolton and Bury are home to a number of Universities, Colleges and other academic institutions, such as the University of Bolton, and Bolton and Bury Colleges. These are great links with our Universities in the area such as Manchester University and MMU.

How to Apply

We hope that you have enjoyed reading about The Bishop Fraser Trust and that you will feel able to apply for this post. We aim to recruit staff who:

- are excited by their role and by the prospect of working with young people, even those who are less well motivated;
- love the processes of learning and teaching and are keen to continually develop their own skills;
- recognise that teaching can be a demanding job but react positively to those demands with resilience;
- wish to make a real difference in the lives of others;
- will subscribe to the ethos of the Trust and 'go the extra mile' in terms of time and commitment to get the very best from our young people;
- are quick to praise and slow to criticise; and are not afraid to admit to seeing themselves as potential leaders of the future.

For more information visit our website www.thebishopfrasertrust.co.uk or contact Linda Cardwell by emailing lcardwell@thebishopfrasertrust.co.uk to arrange an informal chat with Tuesday Humby, CEO.

To apply please contact recruitment@thebishopfrasertrust.co.uk for an application form, please do not send CV's as they will not be considered.

It is important that you provide a complete employment history from when you left full time education. If the application form is not fully completed or has unexplained gaps in your employment history, your application will not be considered. Copies of your qualifications will be required at the interview stage; please do not send these with your application.

Please also include within the body of your application form **a statement of no more than two sides of A4** to explain why you want to work at the Trust, why you are the best candidate for this post and what you would contribute to our Trust, with examples from your recent work if possible. We are keen to learn about your impact and your educational philosophy. We will not be able to consider late applications.

In accordance with the General Data Protection Regulations, the details provided in the application form will be used for selection and interview procedures, and for employment records if your application is successful. Our recruitment privacy notice with further details is available both on our school website.

If you do not hear from us within two weeks of the closing date, then please assume that your application has been unsuccessful on this occasion.



The Trust has an Equal Opportunities Policy. If you are disabled, please give details of how we can ensure that you are offered a fair selection and interview process or if you would prefer, please contact recruitment@thebishopfrasertrust.co.uk to discuss any requirements.

Successful candidates will be asked to provide, prior to taking up the appointment, documentary evidence (including National Insurance number) showing their entitlement to work in the UK. We will also carry out reference checks, an enhanced DBS and declaration of health check.

Closing Date: Monday 19th February 2024

Interview Date: Wednesday 28th February 2024