



# HEADTEACHER

## Bury Church of England High School

# Application Pack



## CONTENTS

Welcome from Tuesday Humby, Chief Executive, CEO	3
Why work for The Bishop Fraser Trust	4
About our Trust	5
About our Schools	6
Job Description	9
Person Specification	12
Living & Working in Bolton and Bury	15
How to Apply	16

## 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'm delighted that you are thinking about joining us. The Bishop Fraser Trust is a Multi Academy Trust which was set up on the 1<sup>st</sup> 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'll 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 and through the highest quality pastoral care they are nurtured and loved. Our motto '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 2 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

<b>Job Title:</b>	Headteacher	<b>Department/Group:</b>	Senior Leader
<b>Level/Salary Range:</b>	L22 – L31	<b>Reporting to:</b>	Chief Executive Officer
<b>Contract term:</b>	Permanent	<b>Hours per week:</b>	Full Time

### Vision Statement

***“To allow all children to experience ‘life in all its fullness’, no matter what their starting point” by:***

- 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:

To provide vision, leadership, and management for the school so that an environment is created in which all the principles of Christian education described in the school’s Mission Statement can operate and flourish.

- To nurture a Christian community which values and supports its members and partners.
- To ensure that an environment exists that encourages the highest standards of teaching, learning and achievement.
- To establish, model and communicate a shared vision for the school.
- To ensure the whole school community, pupils, parents and staff, can work together effectively and make the most of each member's contribution.

### Job Description:

#### 1.0 Leadership in a Church School

- Provide professional leadership and management for the school within a strong Christian ethos
- Create an organisational structure which reflects the school’s values and those of The Bishop Fraser Trust.
- Promote a vision of a Church school, witnessing to its Christian values in its local community.
- Work within the school and Church communities to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
- Demonstrate the vision and Christian values in everyday work and practice.
- Ensure a range of Church and community-based learning experiences.
- Seek opportunities to invite parents / carers, members of the Church family, community, business or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contribute to the development of the education system by, for example, sharing effective practice with schools in the Diocesan family, working in partnership with others to promote innovative initiatives.

#### 2.0 Whole school organisation, strategy and development

- Providing overall strategic leadership and, with others, lead, develop and support the strategic direction, vision, values and priorities of the school and The Bishop Fraser Trust;
- Developing, implementing and evaluating the school’s policies, practices and procedures.

#### 3.0 Teaching

- Leading and managing teaching and learning throughout the school and thereby ensuring that teaching is outstanding;
- Developing and implementing an innovative, and appropriate curriculum to meet statutory requirements and have regard to the needs, experience, interests and aptitudes of our students;



- Promote a collaborative learning culture that secures outstanding progress and levels of attainment for all students across all Key Stages;
- Teaching as may be required.

#### **4.0 Health, safety and discipline**

- Promoting the safety and well-being of pupils and staff;
- Ensuring mutual respect, good order and discipline amongst pupils and staff;
- Securing an environment characterised by outstanding behaviour for learning where students take pride in their school, have respect for others – both within the school and out – and respond positively to the high standards expected of them;
- Taking ultimate responsibility for safeguarding and promoting the health, safety and welfare of students providing a secure and inclusive climate where all students feel safe, valued and secure.

#### **5.0 Management of staff and resources**

- Leading, managing and developing the staff, including appraising and managing performance;
- Developing clear arrangements for linking appraisal to pay progression and advising the Governing Board on pay recommendations for teachers;
- Organising and deploying resources astutely and effectively within the school and the Trust to maximize educational progress, effective budgeting and strong contract management;
- Regularly reporting the school's financial status to the Local Governing Board, the CFO and Trustees;
- Promoting harmonious working relationships within the school;
- Ensuring that relationships with organisations representing teachers and other members of the staff contribute towards students making the best possible progress;
- Leading and managing the staff with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments.

#### **6.0 Professional development**

- Promoting the participation of staff in relevant continuing professional development;
- Participating in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff;
- Participating in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

#### **7.0 Communication**

- Consulting and communicating with the Governing Board, local church groups, staff, pupils, parents and carers;
- Developing and sustain effective relationships with the Governing Board, and the Chair of Governors in particular, to ensure effective governance of the school;
- Working with colleagues and other relevant professionals;
- Collaborating and working with colleagues and other relevant professionals within and beyond the school including relevant external agencies and bodies.

#### **8.0 Other**

- Carrying out any other such duties as the Governors may reasonably require.
- The job description may be amended at any time after discussion with the Local Governing Board



## 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 CEO, Governors or Trustees 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:**

January 2024

## PERSON SPECIFICATION

	Headteacher - CRITERIA	Essential / Desirable
<b>Leadership</b>	Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve	E
	Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff and towards parents, governors and members of the local community	E
	Lead by example – with integrity, creativity, resilience, and clarity – drawing on their own scholarship, expertise and skills, and those around them	E
	Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development	E
	Work with political and financial astuteness, within a clear set of principles centred on the school's vision and ethos, ably translating local and national policy into the school's context.	E
	Lead school worship, promote the Christian aims and values of the school and commit to upholding the Anglican foundation of the school	E
	Foster, develop and communicate compellingly the school's vision and Christian ethos and drive strategic leadership, empowering all pupils and staff to excel	E
<b>Managing Pupils and Staff</b>	Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes	E
	Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being	E
	Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis	E
	Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other	E
	Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning	E
	Hold all staff to account for their professional conduct and practice	E
<b>Managing systems and staff</b>	Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity	E
	Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in wider society	E
	Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice	E

	Headteacher - CRITERIA	Essential / Desirable
	Welcome strong governance and actively support the governing board to carry out its functions effectively – in particular its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance	E
	Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability	E
	Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making	E
<b>Commitment to system wide improvement</b>	Create an outward-facing school which works with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils	E
	Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils	E
	Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame a self-regulating and self-improving school.	E
	Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff	E
	Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability	E
	Inspire and influence others - within and beyond school - to believe in the fundamental importance of education in young people's lives and to promote the value of education	E
<b>Experience/ Qualifications/ Training</b>	NPQH	D
	Post graduate qualification	D
	Evidence of preparation for leadership through Continuous Professional Development	E
	Significant experience in secondary school(s) as a head or deputy head	E
	Experience of having secured good and sustained student progress through their own teaching or leadership	E
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E
	Graduated with Qualified Teacher Status	E
	Personal experience of developing effective and sustainable relationships and securing respect and credibility when working with the school and wider community and other external partners and organisations	E
	Personal experience of: <ul style="list-style-type: none"> <li>- Motivating, inspiring and leading staff</li> <li>- Safeguarding and promoting the welfare and wellbeing of all students</li> <li>- Strategic development planning and self-evaluation</li> <li>- Raising standards in learning and teaching and improving outcomes</li> <li>- Recruiting and developing effective teams</li> </ul>	E



	<b>Headteacher - CRITERIA</b>	<b>Essential / Desirable</b>
	- Effective change management	
<b>Professional Values</b>	A full and active member of a church in membership of, or sharing the statement of belief of, Churches Together in England	D
	Applicants must be fully supportive of the aims and ethos of a Church of England School	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.burychurch.bury.sch.uk](http://www.burychurch.bury.sch.uk) and [www.thebishopfrasertrust.co.uk](http://www.thebishopfrasertrust.co.uk) or contact Linda Cardwell by emailing [lcadwell@thebishopfrasertrust.co.uk](mailto:lcadwell@thebishopfrasertrust.co.uk) to arrange in informal chat with Tuesday Humby.

To apply please contact [recruitment@thebishopfrasertrust.co.uk](mailto: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](mailto: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 19<sup>th</sup> February 2024 (9.00 am)

**Interview Date:** Wednesday 28<sup>th</sup> February 2024 and Thursday 29<sup>th</sup> February 2024 at Bury Church of England High School.