

ST BERNADETTE'S CATHOLIC PRIMARY SCHOOL

Headteacher Application Pack



Closing Date:
Friday 7th March 2025 - midday

Shortlisting Date:
Wednesday 12th March 2025

Interview Date:
Wednesday 26th / Thursday 27th
March 2025



Diocese of Lancaster
Education Service
Euntes in mundum



Welcome to St. Bernadette's

Dear Prospective Candidate,

Firstly, may I thank you for taking the time to consider the application for the full-time post as Headteacher at St. Bernadette's school in Bispham. I have had the privilege of serving as Chair of Governors for a few years, and I am very proud to be associated with the pupils and staff who work so hard to engender our Catholic faith in an atmosphere of love and keenness radiated by all involved.

The school has recently become part of the Blessed Edward Bamber Catholic Multi Academy Trust and we are all looking forward to the benefits that being a part of a larger educational family will bring.

The school is very closely associated with St. Bernadette's parish here in Bispham and the links with the Parish Priest, Fr. David Burns, and parishioners are very special. The parish church and centre are immediately adjacent to the school playing fields.

Bispham is located to the very northern edge of Blackpool, next to the borough of Thornton-Cleveleys and is still known as Bispham village by residents and retains that local spirit in the community. The school is seen as an integral part of that community, and we enjoy a good level of support from both Catholic and non-Catholic families in the area.

As governors at the school, we aim to support the staff in their endeavours to educate our pupils in the Catholic faith. Our aim is always to broaden the knowledge and experiences of childhood in a safe, warm and friendly atmosphere. We remain mindful of our obligations with regard to the church and the demands of state education and look forward to supporting our new Headteacher in the future.

Should you decide to pursue your enquiry into the vacancy, please don't hesitate to visit and experience the strong Catholic identity, the pursuit of academic excellence and a fine welcoming cup of tea (or coffee if you prefer) here at St Bernadette's.

Best wishes and good fortune for the future,

John Ismay
Chair of Governors



“Doing our best for God”

CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Headteacher at St Bernadette's Catholic Primary School. St Bernadette'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.

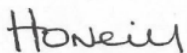
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of 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.

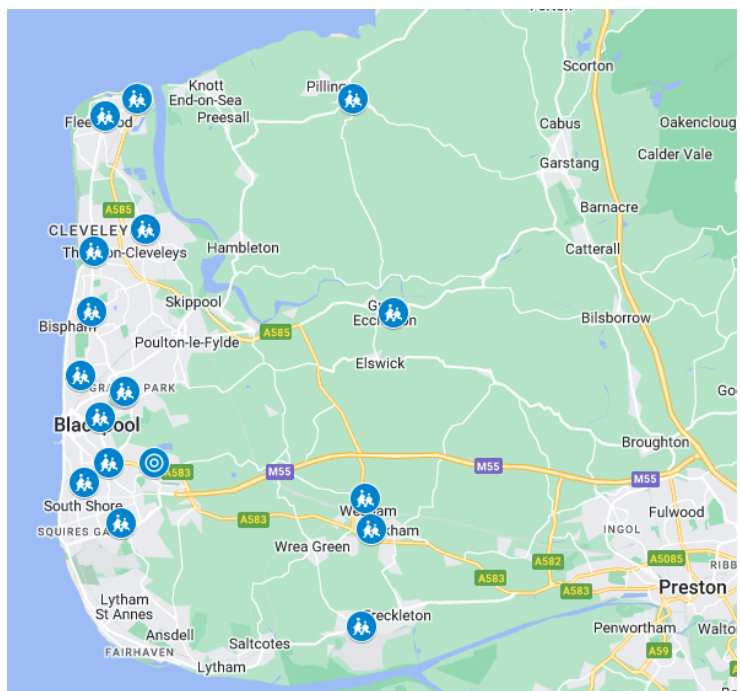
Yours sincerely,



Helen O'Neill
Chief Executive Officer

Trust Schools

	Christ the King Catholic Academy		Holy Family Catholic Primary School, Blackpool
	Holy Family Catholic Primary School, Warton		Our Lady of the Assumption Catholic Primary School
	Sacred Heart Catholic Primary School		St Bernadette's Catholic Primary School
	St Cuthbert's Catholic Academy		St John Vianney Catholic Primary School
	St Joseph's Catholic Primary School		St Kentigern's Catholic Primary School
	St Mary's Catholic Academy, Blackpool		St Mary's Catholic Primary School, Fleetwood
	St Mary's Catholic Primary School, Great Eccleston		St Teresa's Catholic Primary School
	St William's Catholic Primary School		St Wulstan's & St Edmund's Catholic Primary School
	The Willows Catholic Primary School		



Message from the Diocese

Thank you for interest in the role of Headteacher at St Bernadette's Catholic Primary School in the Diocese of Lancaster.

The Diocese of Lancaster was founded in 1924, encompassing the historic counties of Cumberland, Westmorland and Lancashire north of the River Ribble. The Diocese operates in a diverse set of contexts, from west Cumbrian coastal towns and Lakeland villages, to the cities of Lancashire and the towns and villages of the Fylde coast. The mother church of the Diocese is at St. Peter's Cathedral in Lancaster, which will be celebrating its centenary next year, and the Bishop - the seventh since the creation of the Diocese - is Bishop Paul Swarbrick.

The Diocese of Lancaster supports 11 secondary schools, 70 primary schools, two independent schools and one sixth form college. The Bishop has set out his vision for academisation of all maintained schools in the Diocese and three Multi-Academy Trusts (MATs) have been created to bring our schools together and implement this plan:

Mater Christi Catholic Multi-Academy Trust – Cumbria and North Lancashire
Blessed Edward Bamber Catholic Multi-Academy Trust – Blackpool and the Fylde
Mater Ecclesiae Catholic Multi-Academy Trust – Preston and rural Preston

Our Catholic MATs work closely with the Diocese of Lancaster Education Service (DOLES) to ensure we deliver an authentic Catholic education to all children in our schools, in line with the vision for education of Bishop Paul Swarbrick and the teachings and liturgical norms of the Catholic church.

On behalf of Bishop Paul Swarbrick, I would like to thank you for your interest in serving in our schools. I hope that you will consider applying for the post and I wish you every success.

Yours sincerely,

Michael Merrick

Diocesan Schools Commissioner
Diocese of Lancaster



What we offer - Benefits

Living Wage Employer



As an employer, we pay the real Living Wage so you can always be sure that you'll earn no less than the current rate.

Pension Scheme



Teaching staff: You will be enrolled into the Teachers' Pension Scheme.
Non-teaching staff: You will be enrolled into the Local Government Pension Scheme.

Health and Wellbeing



We offer access to free and confidential wellbeing services including GP service, counselling, mindfulness support and physiotherapy.

Death in Service



Should the worst happen, your nominated beneficiary will receive a payment of 3 x your annual salary if you are part of the pension scheme (TPS or LGPS).

Flu Jab



Our Trust offers all employees a flu vaccination. Employees can arrange their own vaccination and reclaim the cost up to the value of £15.00.

Travel to Work Scheme



We offer discounted travel via Blackpool Transport for the use of buses and trams.

How to apply

Prior to applying

Applicants are invited to visit the school and meet our staff and pupils. Please contact the school office to arrange a visit: 01253 353641

If you are unclear about any aspect of the application process or you would like any additional information about the school or the role, please contact:

HR

Tel: 01253 446938

Email: recruitment@bebcmat.co.uk

Application process

Please send your completed CES application form and other related required documents (available on the Trust website, link below) to:

Ann Daly (HR Manager)

recruitment@bebcmat.co.uk

Trust website: <https://bebcmat.co.uk/job-vacancies>

There are guidance notes supplied to assist in the completion of the forms.

We will acknowledge receipt of your application.

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Closing date for applications: Friday 7th March 2025

Shortlisting date: Wednesday 12th March 2025

Interview date: Wednesday 26th / Thursday 27th March 2025

Post Details:

Salary: Leadership Scale L15 to L21

Contract: Permanent, Full Time

Required: 1st September 2025

Job Description

Headteacher Job Description Catholic Academies

Introduction

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the diocesan trust deed. At all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ. The post is therefore reserved for a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

This appointment is made by the Trust and is subject to the terms of the Catholic Education Service contract signed with the governors as employers; the current conditions of service for Headteacher contained in the School Teachers' Pay and Conditions document as well as all other current education and employment legislation and statutory guidance.

This job description is based on the key areas identified in the National Standards for Headteacher (2020). These standards are in turn built upon the Teaching Standards (2012) which apply to all teachers, including Headteacher.

The Trust, governing body and the Diocese acknowledge the importance of the role of the Catholic Headteacher and will actively offer continuing support, encouragement, affirmation and realistic challenge to the successful candidate.

The Trust and LGB are committed to safeguarding and promoting the welfare of children and young people. The Headteacher must ensure that the highest priority is given to following the guidance and regulations relating to safeguarding and child protection. In line with KCSiE 2024, online searches will be carried out on shortlisted candidates. Appointment is conditional upon receipt of satisfactory Disclosure and Barring Service (DBS) checks and online checks in relation to criminal and child protection matters.

Job Description

A. The Core Purpose of the Headteacher

The core purpose of the Headteacher is to provide professional leadership and management of the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success, a Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. The Headteacher must establish a culture that promotes excellence, equality and high expectations of all pupils. This will include ensuring that religious education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church.

The 'preferred future', expressed in the strategic vision and development of a Catholic school, stems from the educational mission of the Church, which is reflected in the school's mission statement and school improvement plan.

The Headteacher, working with the governing board and others, is expected to draw on the person, life and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates pupils, staff and all other members of the community. The vision should explore Gospel values, core educational values and moral purpose and be inclusive of stakeholders' values and beliefs.

The Headteacher is the leading professional in the school. Accountable to the governing board, the Headteacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets. The Headteacher, working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives and for the day-to-day management, organisation and administration of the school.

The Headteacher, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, schools, other services and agencies for children, parishes, the diocese, the local authority, higher education institutions and employers. Through such partnerships and other activities, the Headteacher play a key role in contributing to the development of the education system as a whole and collaborating with others to raise standards locally.

Drawing on the support provided by members of the school community, the Headteacher is responsible for creating a productive learning environment which is engaging and fulfilling for all pupils.

Job Description

B. The Headteacher Standards 2020

1. Culture and Ethos

The strategic direction and development of the school stem from the educational mission of the Church. The Headteacher will ensure that his/her leadership demonstrates commitment to promoting and developing the school's distinctive Catholic identity through the search for excellence in all areas of this work.

Critical to the role of headship is working with the governing board and others to create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community. This vision should express core educational values and moral purpose and be inclusive of stakeholders' values and beliefs.

The Headteacher will:

1. Recognise the authority of the Bishop in relation to the provision of education in the diocese and work within the school and parish community to create and promote an educational vision and values for the school which take account of the school's Catholic mission and of the diversity, values and experiences of the school and the community it serves.
2. Hold and articulate clear Catholic values and moral purpose focused on providing a world-class education for the pupils they serve and reflecting the Catholic foundation of the school.
3. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local church and wider community.
4. Lead by example, with integrity, creativity, resilience, and clarity, drawing on their scholarship, expertise and skills and that of those around them.
5. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development that reflects the needs of a Catholic school.
6. Work with political and financial astuteness, within a clear set of principles centred on the school's Catholic vision, ably translating local, national and diocesan policy into the school's context.
7. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel thus ensuring a culture of high staff professionalism.

Job Description

2. Curriculum and Teaching

In a Catholic school the Headteacher leads a learning community rooted in Catholic belief and principles. The search for excellence is given expression in learning and teaching which recognise pupils' individual worth as made in the image and likeness of God. The Headteacher will lead the school community in promoting positive attitudes to learning amongst pupils and staff which stem from Christ's vision for humanity.

The Headteacher has a central responsibility for raising the quality of teaching and learning and for pupils' achievement. This implies setting high expectations and monitoring and evaluating the effectiveness of learning outcomes. A successful learning culture will enable pupils to become effective, enthusiastic, independent learners, committed to life-long learning.

In accordance with the school's Catholic ethos, the Headteacher will:

1. Demand ambitious standards of achievement and attendance 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. Ensure high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Catholic Church. Ensure quality provision for pupils' spiritual, moral, social and cultural education in line with the distinctive Catholic nature, purpose and aims of the school.
2. 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, taking full account of the school's Catholic foundation.
3. 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.
4. Create an ethos based on Catholic values within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear **succession planning. Hold all staff to account for their professional conduct and practice.**

Job Description

3. Organisational effectiveness

In the Catholic school all deployment of staff, finance, material resources, time and energy should promote the common good of the community in accordance with the school's Mission Statement.

The Headteacher needs to provide effective organisation and management of the school and seek ways of improving organisational structures and functions based on rigorous self-evaluation. The Headteacher should ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment. These management responsibilities imply the re-examination of the roles and responsibilities of those adults working in the school to build capacity across the workforce and ensure resources are deployed to achieve value for money.

The Headteacher should manage themselves and their relationships well. Headship is about building a professional learning community which enables others to achieve. Through performance management and effective continuing professional development practice, the Headteacher supports all staff to achieve high standards. To equip themselves with the capacity to deal with the complexity of the role and the range of leadership skills and actions required of them. The Headteacher should be committed to their own continuing professional development.

The Headteacher should work in partnership with others. In a Catholic school the Headteacher is responsible for the mission of the school to the local and wider Catholic community and beyond. He/she will collaborate with the parish and other Catholic organisations as well as with the wider educational community for the benefit of the school's community and others. He/she will demonstrate a belief that community and school are interdependent and that engagement with the community promotes school development.

The Headteacher should commit to engaging with the internal and external school community to secure equity and entitlement. The Headteacher should collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools. The Headteacher should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the wellbeing of all children. The Headteacher shares responsibility for leadership of the wider educational system and should be aware that school improvement and community development are interdependent.

Job Description

In accordance with the school's Catholic ethos, the Headteacher will:

1. 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 within the Catholic context. Ensure arrangements for the daily Act of Collective Worship and the spiritual life of the school. Ensure the diocesan policy for Religious Education is fulfilled.
2. 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 the wider society.
3. 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.
4. Welcome strong governance and actively support the governing body to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance.
5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements, the school's sustainability and its Catholic character.
6. 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.

Working in a spirit of collaboration to secure Catholic principles of equity and entitlement, the Headteacher will:

7. Create an outward-facing school which works with other schools, organisations and the local community, in a climate of mutual challenge, to champion best practice and secure excellent achievements for all pupils. Build a school culture and curriculum based on Gospel values, the teaching of Jesus Christ and the Catholic Church, which take account of the richness and diversity of the school's communities.
8. Develop effective relationships with fellow professionals, colleagues in other public services, parents/carers and the parish community to improve academic and social outcomes for all pupils.
9. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well-evidenced research to frame self-regulating and self-improving schools.
10. Shape the current and future quality of the teaching profession through high quality training and sustained professional development of all staff.
11. In the context of the school's Catholic ethos, model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
12. Inspire and influence others, within and beyond schools, to believe in the fundamental importance of education in young people's lives and to promote the value of education especially within a Catholic context.

Job Description

For Headteachers of Primary Schools within the Trust:

Working in a spirit of collaboration with the local governing body, the headteacher will oversee the leadership and management of the extended day provision offered by the school on behalf of the local governing body. To include and not limited to :

13. Act as line manager and appraiser for the supervisor of the Breakfast & After School Club, and delegating and monitoring the appraisal process for other staff members.
14. Oversee financial matters and the systems of funding the settings; this includes reviewing the income and expenditure, ensuring the business model continues to be viable and advising Governors if changes are required e.g. a rise in the fees.
15. Overseeing financial plans for families in arrears.
16. Lead on recruitment of staff, ensuring that at least one member of every selection panel has undertaken appropriate Safer Recruitment training within the last 5 years.
17. Monitor and evaluate the effectiveness of the provision, ensuring that action plans are evaluated regularly, and that staff can access appropriate training opportunities including Safeguarding.
18. Ensure that school-based policies are shared with extended provision staff and specific policies for the extended day provision are implemented as necessary.
19. Act as Chair of Committee for the parish nursery and support the leadership and management of the nursery.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Headteacher.

Person Specification

Person Specification/Selection Criteria for the post of Headteacher

The school's Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Lancaster. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The post therefore requires a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

BEBCMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The applicant will be required to safeguard and promote the welfare of children and young people.

Evidence can be sourced from: Application form, interview, references and certificates

Note: Candidates failing to meet any of the essential criteria will automatically be excluded

[A] Faith Commitment

	Essential	Desirable
Practising Catholic	E	
Involvement in parish community where they regularly worship		D

To be able to demonstrate their knowledge and understanding of the following in the context of a Catholic school.

	Essential	Desirable
Leading school worship	E	
Ways of developing religious education and worship	E	
A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Catholic ethos of the school	E	
How relationships should be fostered and developed between the school, parish and its community	E	
How relationships should be fostered and developed between the Diocese of Lancaster and the Blessed Edward Bamber Catholic Multi Academy Trust		D
Has completed the North West Dioceses Catholic Leadership Programme or equivalent or has a commitment to do so	E	

Person Specification

[B] Qualifications

	Essential	Desirable
Qualified teacher status	E	
Degree	E	
CCRS/CTC or commitment to obtaining the certificate	E	

[C] Professional Development

	Essential	Desirable
Evidence of appropriate professional development for the role of headteacher (in a Catholic school)		D
Evidence of recent leadership and management professional development	E	
Up to date safeguarding training and knowledge of legislation for the protection of young people	E	
Has successfully undertaken Designated Safeguarding Lead training or has a commitment to do so	E	

[D] School leadership and management experience

	Essential	Desirable
Recent successful leadership as a headteacher		D
Recent successful leadership as a deputy headteacher or assistant headteacher		D
Evidence of successfully leading school improvement	E	
Evidence of the application of strategies to review, implement, evaluate and improve learning and teaching	E	
Experience of curriculum leadership and development	E	
Experience of working constructively with parents	E	
Experience of monitoring staff performance	E	
Experience of effective budget management and financial analysis		D
The ability to provide advice and support to the Local Governing Body to enable it to meet its responsibilities within the Trust		D
An understanding of strategic financial planning in relation to its contribution to school improvement, curriculum development and pupil achievement		D
Understanding of accountability to the CEO within the Blessed Edward Bamber Catholic Multi Academy Trust		D
To have experience of and ability to contribute to staff development across the primary range. (E.g. coaching, guiding, mentoring or training individuals or teams, leading INSET)	E	
Ability to demonstrate a good awareness of current national education policy and strategy	E	

Person Specification

[E] Experience and knowledge of teaching

	Essential	Desirable
Successful teaching of pupils/students in the primary phase	E	
Experience of teaching in more than one school		D
To have a working and current knowledge and understanding of the Key Stages in the primary phase	E	
Displays commitment to the protection and safeguarding of children and young people, showing an awareness of legislation and working with other agencies where appropriate	E	
Experience of providing professional challenge and support to others through the appraisal process		D
To be able to effectively use data and assessment to raise standards/address weaknesses	E	
To be able to exemplify how the needs of all pupils have been met through high quality teaching	E	

[F] Professional Attributes

	Essential	Desirable
Be able to demonstrate an understanding, awareness and empathy for the needs of the pupils at the school and how these could be met	E	
Be able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies	E	
To have excellent written and oral communication skills (which will be assessed at all stages of the process)	E	
To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice	E	
Show a good commitment to sustained attendance at work	E	

[G] Professional Skills

(Based on the National Standards for Headteachers 2020)

The headteacher is expected to have a good knowledge of the National Standards for Headteachers (2020) upon which the job description is based and be willing to work towards the achievement of these standards. In addition, the Headteacher will be expected to work with the governors to set annual personal objectives within the framework of these standards:

- Culture and Ethos
- Curriculum and Teaching
- Organisational effectiveness including Governance and Accountability

Candidates are therefore asked to structure their supporting statement under the above headings.

Person Specification

[H] Personal Qualities

All of the following are considered essential for the post and will be assessed through interview and reference:

- Continue to promote the school's strong educational philosophy and inclusive values
- Inspire, challenge, motivate and empower teams and individuals to achieve high goals
- Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people
- Build and maintain quality relationships through interpersonal skills and effective communication
- Demonstrate personal and professional integrity, including modelling values and vision
- Manage and resolve conflict
- Prioritise, plan and organise themselves and others
- Think analytically and creatively and demonstrate initiative in solving problems
- Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others
- Demonstrate a capacity for sustained hard work with energy and vigour
- Uphold the 7 Nolan principles of public life
- Maintain and strengthen links with the parish. Promote Class Masses and shared worship for special days and feast days.
- Ability to build on the positive communication and interaction with parents forged during Covid lockdowns.

[I] Confidential References and Reports

A positive and supportive faith reference from a priest where the applicant regularly worships.	E
Positive recommendation from all referees, including current employer.	E
A further supportive professional reference.	E

The governors reserve the right in exceptional cases to seek additional references from other former employees where this seems appropriate.

[J] Application Form and Supporting Statement

The form must be fully completed. The supporting statement should be clear, concise and related to the specific post, ***following the guidance outlined in section G above.***

The CES Leadership Application Form must be fully completed. The supporting statement should not exceed 1300 words in length, be clear, concise and related to the post and setting applied for.

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 two 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