



**ST THOMAS MORE**  
CATHOLIC SECONDARY SCHOOL AND SIXTH FORM

**OUR LADY  
IMMACULATE**  
CATHOLIC ACADEMIES TRUST

Our Lady Immaculate Catholic Academies Trust Ltd: 09436283  
Diocese of Northampton



Vacancy Application Pack  
**Teacher of Business**  
Salary: MPS

Closing date:  
Monday 21 June 2021  
midday





## Message from Head Teacher

Dear Applicant,

Thank you for expressing your interest in our teaching vacancy at St Thomas More Catholic Secondary School.

It is my great privilege to be the Head of St Thomas More Catholic Secondary School. It is an excellent school with a fantastic Sixth Form. Above all, it is a special place for students to learn and grow.

We are placed in the top 5% of schools nationally for progress made with students (DfE, 2017). Among our many points of celebration we are:

- Graded Outstanding (Diocese of Northampton, 2017)
- In the top 100 most improved schools in the country (DfE, 2013)
- Graded Outstanding (OFSTED, 2011)
- One of the first cohorts of schools awarded Teaching School Status (National College, 2011)
- The only school in the area awarded the NACE award for our work with Able, Gifted and Talented students

These fine achievements are thanks to the hard work of teachers and students. We expect the very best for all our students and work hard to maintain the wellbeing of staff. Excellent CPD programmes can be accessed with fantastic and exciting opportunities to become an SLE within our Teaching School.

### Leadership and Ambition

St Thomas More School is characterised by Outstanding Leadership at all levels of the organisation. I am blessed to work with some truly exceptional leaders who place the needs of students at the centre of every decision. It is through their integrity and commitment that teachers new to the profession are inspired to work in the right way and experienced colleagues are valued for their insights.

We have very high expectations and insist upon impeccable standards of behaviour. Our students are required to dress smartly, be polite and courteous, and prepared to engage fully in their learning.

Our school is a vibrant, well-ordered and friendly environment. Our students are happy and confident; our staff are experts in their field. Together we work hard to make St Thomas More a truly excellent school.

If you feel you would like to work in our outstanding school then we would like to hear from you and we look forward to receiving your application.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Martin Bonner', with a stylized flourish at the end.

Martin Bonner  
Head Teacher



## Message from Strategic Executive Lead, Our Lady Immaculate Catholic Academies Trust

Dear Applicant,

Welcome to Our Lady Immaculate Catholic Academies Trust.

We are a group of 12 Catholic Schools situated across the northern part of the Catholic Diocese of Northampton located in the counties of Northamptonshire and Bedfordshire; the Trust consists of ten Primary Schools and two Secondary Schools who liaise and collaborate closely together.

We enjoy working together to ensure that all children across our Catholic schools are provided with the best possible academic, spiritual and moral education, within a safe and happy environment.

You would be joining a new Catholic Multi Academy Trust formed in February 2020 by the merging of 3 existing Catholic Academy Trusts. All central services: Finance, HR, Operations, IT and Governance is provided by a centralised team each led by an expert professional in their own field enabling the schools to focus on teaching and learning.

Through the [Inspirit Teaching School](#), the Trust leads in the training and professional development of teachers, support staff and head teachers across the local area and the diocese of Northampton, as well as contributing to the raising of standards through extensive school-to-school support. Our teachers have the opportunity not only to receive high quality CPD through the teaching school but also to deliver and be part of CPD planning and implementation.

The success we have had so far is down to the highly talented and dedicated support staff, teachers, leaders and governors in our Trust. We are committed to ongoing development in each school and across the Trust and as a member of our team, you will have the opportunity to work with staff across all of our schools.

Our schools are exciting, thriving communities and we endeavour to ensure that our students leave us as well-rounded, well-educated young people. If you have the drive and enthusiasm to help our students to achieve even more, we would love you to join us.

We are delighted you are interested in joining our Trust and I wish you well in your application.

Yours faithfully

A handwritten signature in black ink, appearing to read "Tony Bishop".

Tony Bishop  
Strategic Executive Lead





## Teacher of Business

MPS

For September 2021 start

Our Lady Immaculate Catholic Academies Trust is a large new Catholic Multi Academy Trust situated in the northern half of the Catholic Diocese of Northampton formed by the merger of three former Catholic Trusts in February 2020. The Trust currently leads and manages ten catholic primary schools located across the geographical area of Northamptonshire and Bedfordshire and two Catholic secondary schools – Thomas Becket in Northampton and St Thomas More in Bedford.

St Thomas More is looking to recruit an enthusiastic and innovative Teacher to join our friendly and successful Business department. You will join a team of dedicated practitioners committed to sharing outstanding practice and continue to build on the departments excellent results at GCSE, BTEC and A-level.

You will have:

- The opportunity to teach from Key Stage 4 to Key Stage 5 Business and Business BTEC at KS5
- The commitment to raise the educational achievements of all students
- A strong record of outstanding teaching practice with clear evidence of positive impact
- Excellent organisational and communication skills
- Good ICT skills

In return, we can offer a supportive and caring work environment suitable for both NQTs starting out on their teaching career and experienced teachers too.

**Closing date for completed applications: 21 June 2021, midday**

**Suitable candidates may be interviewed before the closing date and the school reserves the right to withdraw the position if an early appointment is made. Applicants are therefore encouraged to apply early.**

## How to apply

Should you wish to apply for the post, please download the OLICAT teacher application form from our school website [www.st-thomasmore.org.uk](http://www.st-thomasmore.org.uk), alternatively, you may request a copy of the application form by contacting [hr@stm.beds.sch.uk](mailto:hr@stm.beds.sch.uk).

Please send completed applications to [hr@stm.beds.sch.uk](mailto:hr@stm.beds.sch.uk) or by post to:  
St Thomas More Catholic Secondary School, Tyne Crescent, Bedford MK41 7UL.

Should you have any questions regarding the post or application process, please contact Karen Sallows, Personnel Manager 01234 400222 ext 230 or [ksallows@stm.beds.sch.uk](mailto:ksallows@stm.beds.sch.uk)

## Safeguarding

St Thomas More is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. The suitability of all prospective employees or volunteers will be assessed during the recruitment and selection process in line with this commitment. Successful applicants will be required to undertake an enhanced DBS check.



## WELCOME TO ST THOMAS MORE CATHOLIC SECONDARY SCHOOL

### BUSINESS DEPARTMENT

#### Mission

As a department, we strive to inspire and nurture the next generation of business specialists through outstanding teaching and learning to provide **all** with the opportunity to make progress; be it a student's understanding of a topic or a teacher's pedagogy.

#### About

The Business department comprises of A level Business, Level 3 BTEC Business, Certificate in Finance and GCSE Business. We are a welcoming team consisting of three members of staff who are all committed to maintaining high standards and stimulating student interest and enjoyment in this core and option subject, as well as promoting high level deep-learning skills.

#### Curriculum

<u>Year Group</u>	<u>SOL/Exam Board</u>	
10&11	Edexcel	Option
Sixth Form	BTEC National Extended Certificate and Diploma in Business	Option
	Edexcel A level in Business	Option
	Certificate and Diploma in Finance	Option

The VLE - Firefly is used effectively to ensure students can make progress both in school and at home.

There is excellent support within the Department, with opportunities to develop and progress further. Both NQTs and experienced teachers are invited to apply to be part of this successful department.

Sapna Ram

Head of Business

[sram@stm.beds.sch.uk](mailto:sram@stm.beds.sch.uk)



## **Teacher of Business**

### **Job Description**

#### **Purpose:**

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a teacher/ Form Tutor.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- To deliver intensive one to one work and revision sessions out of curriculum hours
- To promote high quality teaching, effective use of resources and the highest standards of learning and teaching for all pupils in accordance with the National Standards and as defined in the School Teachers' Pay and Conditions Document; to also have due regard to the requirements of the National Curriculum, Trust and school policies.

#### **Key Responsibilities:**

- To play a full part in the life of the school community, to support its distinctive Catholic mission and ethos and to encourage and ensure staff and students follow this example.
- The professional duties of a Teacher are contained in the School Teachers' Pay and Conditions Document and the DfES Teachers' Standards. This job description may be amended at any time, following consultation between the Teacher and the Headteacher and will be reviewed annually.

#### **Reporting to:**

- Head Teacher

#### **Accountable to:**

- Trust Strategic Executive Lead (Chief Executive Officer)

#### **Responsible for:**

- The provision of a full learning experience and support for students.

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

- Collaborate and work with colleagues and other relevant professionals within and beyond the school including Northampton Office for Religious Education, Evangelisation, Catechesis and Schools (NORES), other schools in their pastoral area, the Trust, the local authority where appropriate and other relevant organisations
- Develop effective professional relationships with colleagues

#### **Working time:**

- Full time.

#### **Disclosure level:**

- Enhanced.



## **MAIN DUTIES:**

### **Operational/Strategic Planning:**

- To assist in the development of appropriate syllabi, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area.
- To contribute to the Curriculum Area and development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole school's planning activities.

### **Curriculum Provision:**

- To assist the Curriculum Leader and the AHT, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.

### **Curriculum Development:**

- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Mission and Strategic Objectives.

### **Staff Development – Recruitment/Deployment of Staff**

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

### **Quality Assurance:**

- To help to implement and adhere to school's WSSR system.
- To contribute to the process of monitoring and evaluation of the curriculum area in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

### **Management Information:**

- To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

### **Communications:**

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.



**Marketing and Liaison:**

- To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools.
- To contribute to the production of promotion materials and events for the relevant curriculum area, for example, flyers, DVDs, etc.
- To contribute to the development of effective subject links with external agencies.

**Management of Resources:**

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Curriculum Leader to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.

**Pastoral System:**

- To be a Form Tutor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
- To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of Action Plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- To contribute to PSHCE and citizenship and enterprise according to school policy
- To apply the Behaviour management systems so that effective learning can take place.

**Teaching:**

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.





- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

**Any Other Duties:**

- The post holder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the Trust Code of Conduct. The Trust is committed to ensuring that it complies with all legislative requirements on safeguarding and child protection and that the Trust actively values and promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.
- This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.
- The post-holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy in relation to employment and service delivery.
- Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time and the post holder may be required to undertake other duties and responsibilities commensurate with the role as directed by the Head Teacher or the Trust's Strategic Executive Lead (Chief Executive Officer).



## PERSON SPECIFICATION

Main Scale Teacher

St Thomas More Catholic Secondary School

<b>Educational Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
1. Qualified teacher status	✓	
2. Degree in subject or related area	✓	
<b>Work Experience</b>		
1. Commitment to, and interest in working with children	✓	
2. Experience of teaching subject to GCSE or Advanced Level	X	
<b>Skills/Knowledge/Aptitude</b>		
1. Up-to-date knowledge of subject	✓	
2. Ability to perform all duties and responsibilities on the job description	✓	
3. Good communication skills – written and oral	✓	
4. An awareness of current syllabuses and changes to curriculum stages		✓
5. Willingness to contribute to development of Literacy and Numeracy across the Curriculum		✓
<b>Motivation</b>		
1. Commitment to provide a good standard of support without constant supervision	✓	
2. Ability to take the initiative	✓	
3. Willingness to be involved in events and activities undertaken by the school	✓	
4. Ability to enthuse and motivate students	✓	
5. Dynamic teaching approach		✓
6. Commitment to further training		✓
7. Highly organised		✓
<b>Other</b>		
1. Ability to work on own and part of a team	✓	
2. Need to be flexible in the undertaking of all activities	✓	



## Current Senior Leadership Team

Martin Bonner	Head teacher
Carole Soraghan	Deputy Head teacher
John Hopkins	Assistant Head teacher (Pastoral and Inclusion)
Paula Brazier	Assistant Head teacher (Data Analysis, Exams and Standards)
Vanessa Millar	Assistant Head teacher (Behaviour)
Kirsten Bernard	Director of Sixth Form
Donna Smith	Assistant Head teacher (Careers)
Mechelle Claxton	Head of Individual Needs/SEND/CO

## Contact details

St Thomas More Catholic Secondary School, Tyne Crescent, Bedford MK41 7UL

School reception – 01234 400222

[email@stm.beds.sch.uk](mailto:email@stm.beds.sch.uk)

Web: [www.st-thomasmore.org.uk](http://www.st-thomasmore.org.uk)



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