



## Application Pack

Teacher of Business Studies and Computer Science



<b>Role</b>	Teacher of Business Studies and Computer Science or one part-time Teacher of Business Studies and one part-time Teacher of Computer Science
<b>Salary</b>	MPS/UPS
<b>Start</b>	September 2022
<b>Closing Date</b>	Monday, 16 May 2022 at 10am
<b>Interview</b>	Monday, 23 May or Tuesday, 24 May 2022



## **OUR MISSION STATEMENT**

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**I am the Way  
The Truth  
And  
The Life**

**(John 14:6)**

At Loreto Grammar School Altrincham, students, staff, parents and Governors form a Catholic community. We aspire to create a caring, structured environment in which teaching and learning and the experience of school

- are characterised by joyful and loving service to others
- challenge each of us to realise our full potential in a spirit of joy and creativity
- encourage the pursuit of excellence
- uphold honesty, justice and mutual respect
- enable us to be questioning, independent learners and “seekers of truth”
- prepare each of us to meet with confidence the challenges of a changing world
- improve and enrich the life of the wider community and enable us to be an example of Christian values in the world as witnesses to God’s Living Kingdom

Our values are centred in God, rooted in gospel values and derive from the vision of Mary Ward.

**Love and speak the truth – at all times**

**(Mary Ward)**



## OUR SCHOOL AIMS

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### WE AIM TO BE A PLACE OF LEARNING IN WHICH STUDENTS CAN:

- 1 achieve their full potential, spiritually, intellectually, morally, physically and emotionally
- 2 experience and enjoy success
- 3 gain a positive view of themselves and a courteous appreciation of others
- 4 develop skills, knowledge and understanding to make a constructive contribution to society
- 5 appreciate the benefits of education and its relevance to their place in the outside world
- 6 develop a sense of community
- 7 develop lively and enquiring minds and the ability to think rationally
- 8 appreciate human achievements and aspirations
- 9 understand issues of right and wrong.

### TO ACHIEVE THESE ENDS THE SCHOOL WILL:

- 1 recruit, support and develop teams of effective and committed staff
- 2 take into account and develop individual abilities and talents and acknowledge difficulties
- 3 encourage regular attendance and high personal achievement
- 4 ensure a broad, balanced and coherent curriculum
- 5 provide a supportive pastoral framework which values good behaviour, encourages good relationships and recognises a wide range of experiences both inside and outside the classroom
- 6 work in partnership with parents
- 7 regularly monitor, evaluate and aim to improve.



## **MRS BEEVER - HEADTEACHER**

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Dear colleague,

Thank you for expressing an interest in the post of Teacher of Business Studies and Computer Science at Loreto Grammar School. The post is offered as either a full-time post or as two part-time posts; one focusing on Business Studies and another on Computer Science. This will be discussed further at interview.

This is an exciting opportunity for someone who will contribute towards a thriving and successful Social Sciences and Maths and Computer Science departments with a sustained focus upon excellence. The post(s) offers you the opportunity to serve as a Teacher in this Catholic girls' grammar school with the opportunity to work in a forward-looking, innovative and supportive context.

The person(s) appointed will be an effective classroom practitioner with a focus on excellence and the drive to enable the highest standards for our students. Applications are welcome from colleagues at all career stages, from ECT to more experienced candidates.

I am seeking to appoint an outstanding colleague(s) in these very effective departments who will commit to and support the ethos and values of Loreto Grammar School. The appointed candidate will be able to teach at all Key Stages in Business Studies and mainly at Key Stage 3 with the potential opportunity for Key Stage 4 in Computer Science. The successful candidate will be expected to contribute to the wider school curriculum including extra-curricular provision.

You will find ample information on the documentation provided and on our website and I hope it will give you a strong sense of our Loreto identity and inspire you to apply.

I look forward to receiving your application.

With kind regards,

J Beever (Mrs)  
Headteacher

## OUR SCHOOL

Loreto is a Roman Catholic Grammar School for girls, with Academy status, situated in the popular market town of Altrincham in the borough of Trafford, close to transport links including train and tram stations. The school is heavily oversubscribed, and there are currently 1077 girls on roll. Most of the girls come from Trafford, with others from the neighbouring Authorities of Manchester, Stockport, Cheshire and Warrington.

It is a wonderful school in which to learn and work, a school which is rooted in a rich tradition, whilst at the same time, very forward looking and keen to keep apace of appropriate educational development. We provide an outstanding curriculum, a curriculum which is carefully planned and consistently reviewed to meet the needs of the girls at every Key Stage.

We have a dedicated and passionate group of staff who are experts in their individual specialist areas. The hallmark of colleagues at Loreto Grammar School is their willingness to go the extra mile for the girls and their commitment to this community. The extra-curricular life here is extensive. The girls rise to the academic challenge and appreciate the positive relationships with their teachers. They are reflective learners and engage wholeheartedly with the broader aspects of school life in relation to, for example, social justice issues and service to others. We aspire to fulfil the girls in our care in developing them spiritually, academically and physically in a happy, supportive and enthusiastic environment where each is recognised for her intrinsic worth.

The Governing body comprises Loreto Sisters, parents, former parents and staff. They are passionate about this community, committed to it and rigorous in holding us to account. They are fully engaged in School life.

We are a National Support School and work with partner schools across the north west providing development, training and mentoring. CPD opportunities for staff are many and include Research and Development projects and accredited Leadership







programmes. We deliver the School Direct programme through the Teacher Development Agency and in conjunction with Manchester University. We are a member of the Specialist Schools Trust Leading Edge partnership, a Gifted and Talented network.

Loreto Grammar School is proud to be part of the Loreto Education Trust (LET) and members of a strong International Loreto network. We acknowledge the far-reaching work of the Sisters who are active in their support of the school as Trustees and support education in England through the Loreto English Education network (LEEN). Our work is rooted in the Vision, Values and Philosophy of Education of Loreto schools and the values of sincerity, excellence, truth, freedom, internationality, justice and joy underpin all that we do. We support the work of Loreto International in India and Albania, in particular.

Parental engagement is extremely high and our parents are very active in their support of the work of staff and school and our Parents' Association, the LPA, regularly raise in excess of £12,000 per annum for the school

Our academic results are excellent and our students achieve consistently at the highest levels. In 2019 for example, the cohort achieved 81% grades were at A\*- B at Advanced Level, 45% of grades were awarded at A\* to A and 31 students achieving 3 or more subjects at grades A\*/A. We feature consistently in the Times Top 100 schools, this year ranking 40th in the country for state schools. We are in the top 10% for progress nationally with a Progress 8 score of 0.81. The published examination data is from 2019 and although the 2020 and 2021 outcomes are not published nationally, they are equally as robust.



Our last Ofsted Section 5 inspection was in 2008 and stated at the time:

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*"This is an outstandingly effective school. The school provides an excellent atmosphere in which the girls are challenged to think and learn. It is rooted in the school's deeply embedded Catholic ethos within which the students' spiritual and moral development is profoundly nurtured."*

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Since the Inspection of 2008 we have not sat still – we have become an academy, a Teaching School a National support School and we have had two HMI visits; the latest in 2017. During that visit HMI noted that:

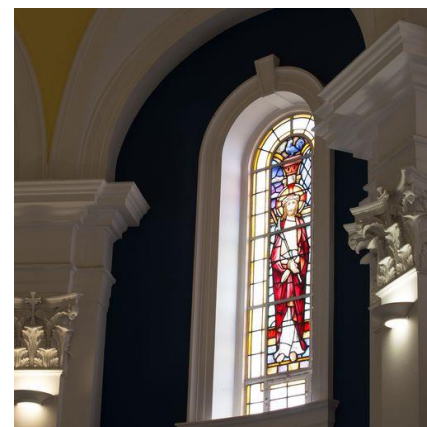
*"The Curriculum, informal curriculum and extra-curricular offer enrich and broaden the experience of the girls, to make them ready for the world that awaits them."*

Our Denominational Inspection report in of March 2019 notes that:

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*"Outcomes for pupils, the provision for Catholic Education, leadership and management in the development of the Catholic life of the school are all confirmed by this Inspection as outstanding. The core values of the school are strongly evidenced throughout in terms of practice, aspiration and relationships all in the context of high academic achievement."*

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In short, Loreto is a welcoming and happy community and an exciting and stimulating professional environment in which to work.

## OUR SIXTH FORM

The Sixth Form is integral to school life, whilst students enjoy separate privileges and distinct spaces in School, they play an active and vital part in the school community.

The overwhelming majority of students stay on here post 16, and every year places are offered to a number of applicants from other schools. We currently have 285 students in the Sixth Form. We offer a very broad range of A Level subjects and the majority of girls go on to Higher Education, with nearly two-thirds of our cohort pursuing their studies at Russell Group institutions. Students aim high and we support them in a range of competitive applications for vocational, academic and creative undergraduate courses at the top higher education establishments in the UK. Of late, there has been an increasing interest in graduate calibre apprenticeships and school leavers' programmes.

The world in which we live measures success predominantly in terms of examination results. In a grammar school it is important that we challenge the girls to succeed in this domain; nonetheless, central to our core aspirations is the conviction that, in the words of Pope John Paul II "the promotion of the human person is the goal of the Catholic School". We have actively committed a generous proportion of curriculum time to such development through tutor time and our Aletheia programme, encompassing reflection and discussion of the greater questions of life. We believe this to be vital in the increasingly complex and challenging world in which the girls live.

Work experience, volunteering and community service are key elements in the development of students' responsibility and resilience. In normal circumstances, students benefit from work experience placements on a weekly basis as part of the Sixth Form Enrichment programme. Alternatively, students can increase their study skills and independence by working towards the Extended Project Qualification, typically a group of 20 Year 12 students.

Many students take part in the National Citizenship Scheme, and through that we are able to foster links with our community and partner primary schools by volunteering and mentoring. The







Duke of Edinburgh programme is also a popular extra-curricular activity. Every year, Sixth Formers establish teams for the Young Enterprise initiative and they create, produce and market their ideas in partnership with local businesses. This gives them the opportunity to operate in a real business environment.

Our Chaplaincy group is active, leading whole-school projects of social justice and awareness. It is led by Sixth Form students who plan and organise events and represent the school at national events such as the FLAME conference. Every year, a group of our Sixth Formers travel to Lourdes with the diocesan pilgrimage group and 14 have trained as Eucharistic Ministers in School in order to serve both our community and their local parishes. Inspired by their studies and the spirit of justice and freedom, four Sixth Form students worked to become official Holocaust Memorial Ambassadors. They have independently organised and lead events and an annual campaign around Holocaust Memorial Day in January.

Internationality is one of our seven school values and we have a responsibility to instil a global outlook in our young people. We have worked with both the SSAT and with Educatius UK to organise both short cultural visits and extended placements for European students in the Sixth Form. Links with our sister schools in Kolkata are particularly important to our community.

In recent feedback to School, a parent described Loreto as:

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***“that indefinable element which wraps up duty, care,  
faith, purpose, example”***

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## THE POST

<b>Job title</b>	Teacher of Business Studies and Computer Science or one part-time Teacher of Business Studies and one part-time Teacher of Computer Science
<b>Line Manager</b>	Head of Social Sciences and/or Head of Maths and Computer Science
<b>Responsible for</b>	-
<b>Grade/Salary</b>	MPS/UPS
<b>Hours of work</b>	Full-time or part-time post(s)
<b>Contract</b>	Permanent from September 2022

The appointed colleague(s) will join enthusiastic and successful Social Sciences and Maths and Computer Science departments. The departments are both cohesive teams, with a shared vision to provide the best overall learning experience for all the students in their care and they work hard to ensure this is the case. Collaboration is "the norm", with expertise being readily shared and colleagues eager to learn from one another. The standards of teaching and learning are very high.

Teaching within the departments is outstanding and there is an expectation for challenging and engaging lessons. This is achieved through planning, strong positive relationships with colleagues and students, regular and meaningful assessment and feedback and a calm and unflappable approach in pressurised situations. There is a real emphasis on developing the students' independent learning skills as well as their intellectual resilience. At both GCSE and A Level, there is a proven track record in both enabling students to achieve at the highest level and also adding value to students across the board. Teachers within the departments adhere to the highest professional standards, upholding both the school and departmental policies and procedures.

Social Sciences and Maths and Computer Science are exceptional departments, committed to providing students with support and opportunities outside the classroom and contributing to the academic and extra-curricular life of the whole school. The departments support the School's mission statement, values and ethos both in the nature of relationships with students, classroom environments and in delivery of the curriculum.



In addition to curriculum roles, all teachers at Loreto have duties as Form Tutors and all contribute to the wide programme of extra-curricular activities.

All teachers at Loreto have access to four well equipped ICT suites. Classrooms have interactive whiteboards and associated PCs, as well as pupil laptops to enhance teaching.

The successful candidate(s) will be a good honours graduate who is an enthusiastic, inspiring and motivated practitioner, with experience of teaching across all Key Stages. He/she will have excellent interpersonal and communication skills and the ability to work in a collegiate and cohesive way under the guidance of the Head of Department. He/she will be willing to improve and share their skills with others in the team.

## **Business Studies**

The Department is led by Head of Social Sciences, Ms Anita Day and comprises 7 members of teaching staff. Business Studies is taught at GCSE and A level and the ability to teach Business Studies to A Level is a requirement of this post. The average cohort for Business Studies is 60 at GCSE level and 32 at AS and A2.

Some of the recent and ongoing extra-curricular provision within Social Science include: Young Enterprise, visiting speakers, trips to the USA and London, as well as collaboration with other local schools.

The department works hard at providing individual advice and guidance for their students as they plan towards their university applications and interviews; we aim to utilise our many links with higher education to ensure students make informed choices and submit strong applications.

## **Computer Science**

As part of the Mathematics and Computer Science department, the successful candidate will be joining an established team with an innovative and determined commitment to teaching and learning in computer science. The department comprises 9 members of teaching staff, including the Head of Department Mrs Sims and Second in Department, Mrs Allott.

Computer Science is a growing subject within Loreto Grammar School and we are looking for someone who can teach KS3 and GCSE initially but an ability to teach A Level in the future would be advantageous. KS4 students follow the AQA specification whilst KS5 follow the OCR specification. Up take for both GCSE and A Level Computer Science is increasing year on year. The department plays a major role in the school's extra - curricular programme.



The successful candidate will be a dynamic and inspirational teacher who is committed to raising standards for all students. If you have excellent organisational skills and the capacity to work with others to raise achievement through motivating and inspiring students, then we would like to hear from you. This post offers an excellent opportunity for an aspiring teacher.

## REMUNERATION AND BENEFITS

- A shared vision to provide the best overall learning experience for all the students
- Ample professional development opportunities
- A supportive working environment through the Loreto community and its wider context
- Students who are full engaged and committed learners
- Full-time or part-time permanent contract from September 2022
- Salary: MPS/UPS
- Membership of the Teachers' Pension Scheme





## PERSON SPECIFICATION:

The successful candidate would demonstrate the following skills:

Factor	Required	Desired
<b>VALUES</b>	<ul style="list-style-type: none"> <li>• Commitment to the Catholic Ethos and values of Loreto Grammar School</li> <li>• Belief in the ethos of Catholic, selective, single-sex education</li> <li>• Commitment to academic excellence and high standards</li> <li>• Commitment to an inclusive curriculum</li> <li>• Commitment to the School's role in the wider community</li> <li>• Commitment to 11- 18 education</li> <li>• Commitment to the Teachers' Standards</li> <li>• Commitment to safeguarding and promoting the welfare of children and young people.</li> </ul>	<ul style="list-style-type: none"> <li>• Practising Catholic</li> <li>• Experience of Roman Catholic Education</li> <li>• Commitment to Personalised Learning</li> <li>• Commitment to breadth in and beyond the curriculum and to the development of the full potential of all students at all levels</li> </ul>
<b>ATTAINMENT</b>	<ul style="list-style-type: none"> <li>• Good Honours Degree or equivalent in relevant subject</li> <li>• Qualified Teacher Status</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to pursuing further qualification</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Evidence of successful classroom practice in a secondary context (including ITT placement)</li> <li>• Knowledge and understanding of current educational thinking</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching students of high ability</li> <li>• Ability to teach at every Key Stage.</li> </ul>
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>• Clear sense of responsibility for own Continuing Professional Development (CPD)</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of recent participation in CPD activities.</li> </ul>
<b>HEALTH</b>	<ul style="list-style-type: none"> <li>• Minimal absence record</li> </ul>	<ul style="list-style-type: none"> <li>• Has energy, stamina and resilience.</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Conscientious and self-motivated</li> <li>• Detailed planner</li> <li>• Relates well to colleagues, students and parents</li> <li>• Approachable</li> <li>• A good team player</li> <li>• Uses initiative and takes responsibility</li> <li>• Ability to work under pressure and to challenging deadlines</li> <li>• Confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>• Willing to seek and respond to advice positively</li> <li>• Creative thinker</li> <li>• Flexible</li> </ul>



<b>SKILLS / ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to organise, plan and prioritise</li> <li>• Excellent time manager</li> <li>• Effective communicator, orally and in writing</li> <li>• Effective inter-personal skills</li> <li>• Well-developed ICT skills, including the ability to apply these in a practical setting.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the importance of data in driving achievement.</li> </ul>
<b>REFERENCES</b>	<ul style="list-style-type: none"> <li>• Two or three unreserved references</li> <li>• References describe an adaptable, reliable, conscientious and enthusiastic candidate</li> </ul>	<ul style="list-style-type: none"> <li>• References indicate confident, integrity, competence and effectiveness</li> </ul>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Ability to respond effectively to change</li> <li>• Demonstrates integrity</li> <li>• Passion for the education of young people</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of personal interests beyond school</li> </ul>
<b>SAFEGUARDING</b>	<ul style="list-style-type: none"> <li>• A commitment to safeguarding and promoting the welfare of children and young people.</li> </ul>	<ul style="list-style-type: none"> <li>• Up-to-date portable DBS certificate</li> </ul>

**All teaching colleagues are expected to undertake the role of Form Tutor. This will be discussed further at interview.**

In relation to all the above, the role of Teacher of Business Studies and Computer Science to promote the aims and ethos of this Catholic Grammar School and lead by personal example. The postholder must exhibit commitment, enthusiasm, ingenuity and high-quality leadership in order to enrich the education of students in the School.



## SAFEGUARDING

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Loreto Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). Successful applicants will be asked to complete and return a 'DBS Application Form' for which ID should be provided at interview stage.

Candidates should be aware that all posts in school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences related to children or young persons (whether the disciplinary sanction is current or time expired) and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although s/he may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.



## APPLICATION PROCESS

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This is a full-time or part-time permanent contract to start in September 2022. The following relevant documents are on our website [www.loretogrammar.co.uk](http://www.loretogrammar.co.uk)

- Application pack
- Advert
- Application form
- Recruitment and Selection Procedure – Guidance Notes for Teaching Staff Applicants
- Recruitment Monitoring Form
- Ofsted Inspection Report 2008
- Shrewsbury Diocese Section 48 Report 2019

Please refer firstly to the 'Recruitment and Selection Procedure - Guidance Notes for Teaching Staff Applicants' on the website. Should you decide to apply for the post, please complete the application form and Recruitment Monitoring Form, accompanied by a supporting letter addressed to Mrs Beever, Headteacher. Your letter should not exceed 2 pages of A4 in length but should address:

- The vision, experience, and qualities which you would bring to the post and which you feel are of particular relevance to this post.
- Current relevant curriculum challenges and opportunities.

The closing date is **Monday, 16 May 2022 at 10.00am.**

Interviews will take place on **Monday, 23 or Tuesday, 24 May 2022**

If you have not heard from us by 23 May 2022, please assume that your application has been unsuccessful on this occasion. Due to the large number of applications we receive for our posts, we are unable to provide feedback on unsuccessful applications. Candidates invited to selection interviews will be offered feedback.



## CONTACT US

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<b>Headteacher</b>	Mrs J A Beever MA
<b>Address</b>	Dunham Road, Altrincham, Cheshire WA14 4AH
<b>Telephone number</b>	0161 928 3703
<b>Email</b>	<a href="mailto:recruitment@loretogrammar.co.uk">recruitment@loretogrammar.co.uk</a>
<b>Website</b>	<a href="http://www.loretogrammar.co.uk">www.loretogrammar.co.uk</a>

