

# Teacher of English Recruitment Pack



**Pope Francis**  
Catholic Multi Academy Trust

Enabling schools, aspiration and  
faith to flourish by:

**Uplifting Hearts, Inspiring Minds**

# Welcome from the CEO



**Pope Francis**  
Catholic Multi Academy Trust



Dear Candidate,

**Thank you for your interest in Pope Francis Catholic Multi Academy Trust.** We are the first of the permanent Catholic Multi Academy Trusts (CMATs) being set up by the Archdiocese of Liverpool and currently look after three secondary schools and four primary schools across the area.

Pope Francis Catholic Multi Academy Trust aims to provide the very best Catholic education for the young people in our schools. We are enabling schools, aspiration and faith to flourish by: **'Uplifting Hearts, Inspiring Minds'**.

Being part of a Trust is like a family of schools at which you are always welcome, and which help each other to provide better opportunities for all staff, pupils and our local communities.

Our aim is to facilitate Catholic schools to retain their identity and history but to be supported by a multi academy trust that offers systems, services and a policy framework that allows all its schools and academies to flourish. Pope Francis CMAT ensures all students receive an excellent Catholic education, knowing more, remembering more and achieving the best outcomes they can.

## What We Can Offer

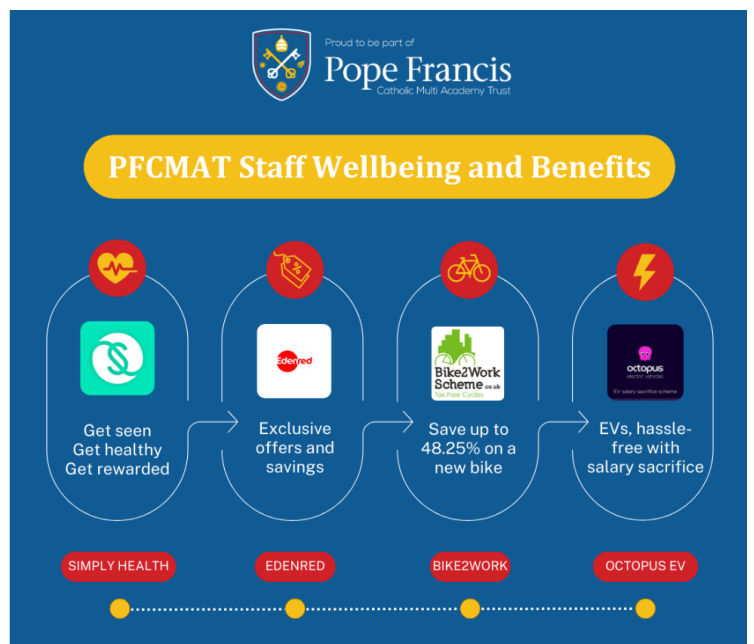
We recognise that employee wellbeing and work-life balance are essential to thriving in the workplace. The Trust places a high value on providing a range of benefits for all colleagues, beyond the essentials of receiving professional recognition, networking and CPD, commensurate financial reward and job satisfaction.

Get a sense of our full staff offering:  
[www.pfcmat.org/Staff-Benefits-Package/](http://www.pfcmat.org/Staff-Benefits-Package/)

We will be delighted to have informal conversations with potential candidates before the closing date. Please contact **Louise Jones on 07842 020052 or [louise.jones@pfcmat.org](mailto:louise.jones@pfcmat.org)** to arrange a discussion with either the CEO or CFO.

*Andrew Dawson*

CEO  
Pope Francis CMAT



# Welcome from the Headteacher



# Saint Edmund Arrowsmith Catholic Academy

POPE FRANCIS MULTI ACADEMY TRUST



Dear Candidate,

Thank you for your interest in the position of English teacher.

As Acting Headteacher for Saint Edmund Arrowsmith Catholic Academy I want our pupils to be known, valued and loved. My vision is that we will become the number one school of choice in the local community, underpinned by our faith.

Our exceptional curriculum will provide pupils with powerful academic knowledge and character development so that they are prepared for their next steps, able to 'Live life to the full'.

Teaching will be consistently excellent in every classroom and our teachers will be supported to continuously improve their pedagogy through evidence-based research, so they have the most impact on our pupils.

Saint Edmund Arrowsmith Catholic Academy will be an over-subscribed school that pupils enjoy attending. We will have positive relationships with our parents, as we share the responsibility of educating their children, recognising that they are the primary educators.

Our pupils will understand what it means to live a life of faith and will be courageous in championing the common good both in school and the wider community. They will live out our values of Love, Inspiration, Empowerment and Joy daily with both energy and passion.

We set high aspirations for ourselves and our pupils and expect exemplary behaviour from all. Our school will be calm, orderly, welcoming and our pupils will be polite. There will be a strong culture of pastoral care and pupils will be encouraged to be the best versions of themselves.

Saint Edmund Arrowsmith Catholic Academy will be a school where pupils not only achieve well, but one in which they are opportunities for all that extend beyond the curriculum. Our extended curriculum will develop the whole person so that they become socially responsible adults able to cope with all that life throws at them. Finally, our school will be an inclusive one, welcoming children of all abilities and backgrounds. Where children with SEND and those from disadvantaged background are supported to reach their full potential. A school where our entire community (pupils, staff, parents, and carers) flourish.

If you wish to join me on our journey, I welcome your application.

**Love, inspiration,  
Empowerment and Joy**

Mrs C. McKenna  
Acting Headteacher  
**Saint Edmund Arrowsmith Catholic Academy**

# School Name

## Why Choose Our School?

### Our School Vision

At Saint Edmund Arrowsmith Catholic Academy, our mission is to become the number one school of choice in the local area. It will be a school characterised first and foremost by our faith and strength of our Catholic community. We will be recognised for having an exceptional curriculum that provides pupils with powerful academic knowledge and the character development they need to really 'Live life to the full'.

### Our School Values

Love, inspiration, Empowerment and Joy

Our vision for St Edmund Arrowsmith Catholic Academy is that we create a community that is united through our determination to overcome the barriers to learning that our young people face; we aim to do this by living our life based on Gospel values.

We believe that every individual is unique and was created in the eyes of God. We hope that by providing each pupil with a high quality educational experience, which draws its distinctive character from the life and teachings of Jesus, the principles of the Gospel and Catholic tradition, that we can provide them with the support and encouragement they need to grow into the best versions of themselves. This aim is born from our mission statement, 'I have come in order that they may have life, life in all its fullness' - John 10:10.



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## How to apply:

To apply for this post, please use our website 'Vacancies' page, on which you can find each of the additional documentation to be completed and submitted alongside your cover letter.

Your completed application must be submitted including the following documents:

- \* CES Application Form
- \* CES Consent to Obtain References CES
- \* Monitoring Form
- \* Rehabilitation of Offenders Act 1974 Disclosure Form
- \* Covering letter stating how your skills and experience meet the job description and person specification

**Completed applications should be clearly marked with the post title and returned electronically for the attention of Mrs D. McEwan-Hancock at [jobs@seaca.pfcmat.org](mailto:jobs@seaca.pfcmat.org)**

If you have any feedback on the application process, and how we can make it more accessible, please let us know at [info@pfcmat.org](mailto:info@pfcmat.org).

*Pope Francis Catholic MAT and Saint Edmund Arrowsmith Catholic Academy are committed to safeguarding and promoting the welfare of children and young people, and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check. **Please see link to our school's Child Protection Policy here -***



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## Job Advert



Saint Edmund Arrowsmith  
Catholic Academy

POPE FRANCIS MULTI ACADEMY TRUST

**Post Title:** Teacher of English  
**Pay Scale:** Main pay scale 1-6 / Upper pay scale 1-3  
**Contract** Permanent

Pope Francis Catholic Multi Academy Trust was established to provide the very best Catholic education for the young people in our schools. We are enabling schools, aspiration and faith to flourish by; **'Uplifting Hearts, Inspiring Minds'**.

Our schools have a distinctive Catholic identity, with their own ethos. Our aim is to facilitate Catholic schools to retain their identity and history but to be supported by a multi academy trust that offers systems, services and a policy framework that allows all its schools and academies to flourish.

### **Our Values:**

**Unity** – working together for excellence.

**Excellence** – to strive to be the best.

**Love** – respect and care for others and treat them as you want to be treated.

**Service** - following the teachings of Christ to become valued members of our communities.

Saint Edmund Arrowsmith Catholic Academy are looking to appoint two dedicated & enthusiastic teachers with ambition to join the English team. The successful candidate will support the Curriculum Leader and will be key to raising the aspirations and achievement of our pupils. You should have a passion and ambition to develop as a teacher and be able to teach English lessons up to and including Key Stage 4. The post would suit ECTs as well as experienced teachers. A creative and dynamic approach to teaching and an ability to enthuse others would be highly valued. If you would like to visit the school, take a tour or meet the Headteacher, please contact the Headteachers PA at [d.mcewan-hancock@seaca.pfcmat.org](mailto:d.mcewan-hancock@seaca.pfcmat.org).

**Please see link to our school's Child Protection Policy here.**

<https://stedmundarrows.greenhousecms.co.uk/Safeguarding-E-safety/>

**Closing date of Friday 13th December 2024 at 12am**

Interviews to take place w/c Monday 16th December 2024

## Job Description



Saint Edmund Arrowsmith  
Catholic Academy

POPE FRANCIS MULTI ACADEMY TRUST

**Job Title:** Teacher of English

**Pay Scale:** Main pay scale 1-6 / Upper pay scale 1-3

**Location:** Saint Edmund Arrowsmith Catholic Academy

**Job purpose:** The successful candidate will support the Curriculum Leader and will be key to raising the aspirations and achievement of our pupils. You should have a passion and ambition to develop as a teacher and be able to teach English lessons up to and including Key Stage 4.

### General duties:

- Undertaking duties as required in the 'Teachers' Standards'.
- Displaying commitment to the ethos and success of the Academy.
- Contributing to the Academy's process of self-evaluation and development.
- Being familiar with the Academy's systems, structures, policies and procedures.
- Actively supporting Academy activities where required, including attending educational trips, extra-curricular activities and parents' evenings, which may require some out-of-hours availability.
- To meet the educational needs of all students regardless of ability or SEND through quality first teaching, planning, modelling and scaffolding.

### Operational/Strategic Planning:

- To assist in the development of appropriate syllabuses, resources, schemes of learning, marking policies and teaching strategies in the curriculum and SEND Department.
- To contribute to the SEND department's development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole academy's planning activities.

### Teaching:

- Delivering learning in accordance with the curriculum, national guidelines and the Academy's strategy.
- Teach pupils to the appropriate key stage.
- Planning a varied, balanced and appropriate curriculum which supports the needs of all pupils and ensures all pupils reach their potential.
- Adapting teaching styles to suit all pupils and providing a supportive learning environment.
- Differentiating resources and equipment so lessons can be accessed by all pupils.
- Self-evaluating their teaching to improve effectiveness.

### Pupil Support:

- Carrying out other duties that support pupils' learning while operating in accordance with the Academy's policies and procedures.
- Working as part of a team to evaluate and develop pupils' learning needs.
- Enforcing the Academy's Behaviour Policy through effective classroom management.
- Encouraging pupils to develop and use their creativity and initiative, gain increased independence, and undertake new responsibilities.
- Being familiar with the 'Special educational needs and disability code of practice: 0 to 25 years', and supporting pupils with SEND appropriately.



## Job Description



Saint Edmund Arrowsmith  
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- Understanding the Academy's safeguarding procedures and actively promoting pupils' wellbeing and safety.
- Supporting pupils in their personal and spiritual growth.

### Monitoring and reporting:

- ⑩ Being committed to the Academy's target setting and monitoring systems for pupil progress.
- ⑩ Systematically assessing and recording pupils' academic progress and other areas of their progress and using the results to inform lesson planning decisions.
- ⑩ Monitoring pupils' classwork and homework, providing feedback and setting informed targets.
- ⑩ Delivering relevant national assessments in line with the relevant frameworks.
- ⑩ Reporting on individual pupils' progress to the headteacher and parents, as required.
- ⑩ Keeping up to date with, and remaining knowledgeable about, the requirements of the curriculum and national guidelines.
- ⑩ Undertaking relevant CPD.

### Communication:

- ⑩ Liaising with the curriculum lead to ensure teaching is delivered in line with Academy expectations and goals.
- ⑩ Working with the SENCO to ensure pupils with SEND are appropriately supported.
- ⑩ Working with the DSL and their deputies to ensure safeguarding is promoted.
- ⑩ Working with the designated teacher for LAC to support LAC and previous LAC.

*The Pope Francis Catholic Multi-Academy Trust and Saint Edmund Arrowsmith Catholic Academy are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*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 Pope Francis Catholic Multi-Academy Trust is committed to ensuring that the Trust complies with all legislative requirements on safeguarding and child protection and that **the Trust actively 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.***

**Please see link to our school's Child Protection Policy**

**here <https://stedmundarrows.greenhousecms.co.uk/Safeguarding-E-safety/>**

*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, commensurate with and without changing the general character or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.*



# Person Specification



Saint Edmund Arrowsmith  
Catholic Academy

POPE FRANCIS MULTI ACADEMY TRUST

Applicants must meet all of the essential requirements for this post.

Qualifications and Professional Development	Essential	Desirable
QTS	X	
Be willing to undertake relevant CPD	X	
Relevant professional qualification		X
First aid training		X

Knowledge, Skills and Competencies	Essential	Desirable
Previous experience of working in a school	X	
Sound understanding of the secondary curriculum	X	
Excellent behaviour management skills	X	
Excellent inter-personal skills	X	
The ability to work as part of a team	X	
Excellent planning and organisational skills	X	
Effective oral and written communication skills	X	
Knowledge of key performance indicators and the ability to use them to monitor progress	X	
Awareness of the needs of pupils with EAL	X	
Awareness of the needs of pupils with SEND	X	
An understanding of how a pupil's learning is affected by their intellectual, emotional and social development, and the stages of child development	X	
Previous experience teaching relevant key stages		X
Previous experience working in partnership with parents		X
Experience working as part of a team		X
Experience working with pupils with SEND	X	

# Person Specification



Saint Edmund Arrowsmith  
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Knowledge, Skills and Competencies	Essential	Desirable
Experience working with children who have challenging behaviour		X
Experience working with children with EAL		X
An understanding of the importance of parental involvement		X

Personal qualities – successful candidate will	Essential	Desirable
Be committed to teaching	X	
Supportive of their colleagues	X	
Have good attendance and punctuality	X	
Be proactive in the working environment	X	
Be enthusiastic and positive	X	
Be able to accommodate changes in priorities	X	
Be able to anticipate workload and plan ahead	X	
Be able to develop effective relationships with parents	X	
Be able to encourage and enable others to reach their full potential	X	

Personal qualities – successful candidate will have	Essential	Desirable
Self-confidence		X
Ability to relate well to other professionals		X
A flexible approach		X

*Applicants should be able to provide a wellconstructed and concise application providing demonstrable evidence of the essential requirements for the role.*

*The Trust Board and its Local Governing Bodies are committed to safeguarding and promoting the welfare of children. This post is subject to the Enhanced Disclosure procedures.*



# Pope Francis

Catholic Multi Academy Trust