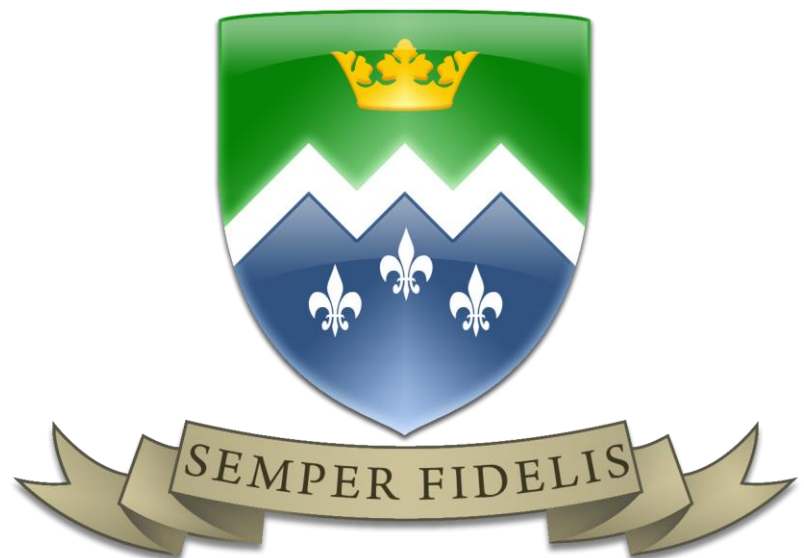


# ST MARY'S CATHOLIC ACADEMY

Teacher of  
MFL

Application  
Pack



Closing date:

Thursday 22<sup>nd</sup> February - Midday

Shortlisting date:

Friday 23<sup>rd</sup> February

Interview Date:

Week commencing 26<sup>th</sup> February



# Welcome to St Mary's Catholic Academy

Thank you for considering St. Mary's Catholic Academy for the next stage in your career. We are seeking to appoint a talented teacher of MFL with the relevant knowledge and expertise to teach either Spanish or French (or both) up to A Level. The role is offered as either part time (minimum 0.6) or full time, to commence in September 2024, and would be a fantastic opportunity for a talented teacher to develop their skills in a successful MFL department. Further details of the post are outlined in this information pack.

**Applications must be sent electronically to [admin@st-mary.blackpool.sch.uk](mailto:admin@st-mary.blackpool.sch.uk) by midday on Thursday 22nd February 2024.**

St Mary's is a highly regarded oversubscribed Catholic Academy in Blackpool in the Diocese of Lancaster. The school is very much a Catholic family where everyone works together to support and challenge one another to be the best they can be.

Our Catholic Ethos founded on the hallmarks of:

**Catholic**

**Caring**

**Community**

**Challenge**

is key to our success. Students and staff are all encouraged, as our mission statement states, to grow in wisdom, understanding, self-esteem and closeness to God. Many of our staff and students are Catholic or Christian, we are joined by a number of staff and students who aren't, anyone is welcome to come and be part of our family as long as they are willing to support and contribute to the ethos and success of the Academy.

As Head Teacher, I believe that a happy, highly trained and well supported staff is the key to our success. Staff at St Mary's received a full induction programme and access our outstanding weekly professional development. All teaching staff also have 90 minutes of additional non-contact time per fortnight to focus on their own area of interest in enhanced professional development. New staff are also supported by regular, weekly coaching meetings and support from their subject areas; a range of leadership development programmes is also available.

St Mary's is designated as Blackpool's research school and provides staff with the opportunity to benefit from the latest research and evidence in education. Everything we do, whether that be our innovative key stage 3 reading programme; our approach to revision and practice homework; or the design of our professional development curriculum for teachers; is researched evidence based.

# Welcome to St Mary's Catholic Academy

Staff wellbeing is also a key part of our success as a school. A hard-working staff should be well supported and cared for to allow them to meet the demands made of teachers in a modern context. All staff are provided with their own personal laptop and extensive training and the support of colleagues. Staff are able to take advantage of the Schools Advisory Service Wellbeing package which offers access to Counselling, 24 hour GP helpline, Health advice and support, Physiotherapy advice and a range of other services. A well-resourced support team of IT technicians, admin staff, chaplaincy staff and site staff work hard to make sure the Academy runs smoothly and that teaching staff are well supported to focus on our core business of teaching. Workload issues are regularly discussed with our staff committee and policies around marking, assessment, reporting and home work are carefully designed to try and manage the workload for staff. An email protocol ensures staff are not disturbed by emails in an evening and small gestures like tea, coffee and biscuits served by our amazing housekeepers, free access to the school fitness suite; free annual flu jabs; a car valet service and regular staff social events all help to make our Academy and Trust a rewarding place to work. All of this work takes place in state of the art facilities. St Mary's was lucky enough to benefit from a 22.5 million point partial rebuild and refurbishment, we are so lucky to work in one of the best school building in the region.

Staff retention is high at St Mary's because staff are valued and in return work hard to ensure our students achieve the best possibly outcomes. If what you have read so far is exciting and you feel that St Mary's is a community in which you will thrive and make a positive contribution to our ethos and journey, then we would love to receive your application. You will find more information about St Mary's and information specific to this role and the application process in the rest of this document. You can also find further information out about the Academy on our website.

Yours faithfully,



Mr. Simon Eccles  
Headteacher

# CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Teacher of MFL at St. Mary's Catholic Academy. St. Mary'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.

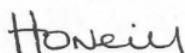
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of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

# What others say about St. Mary's

## **OFSTED**

A full Ofsted Inspection of St Mary's in May 2022 was extremely positive and confirmed that St Mary's Catholic Academy continues to be good in all areas. Inspectors noted in relation to curriculum that: "Leaders have ensured that pupils follow a suitably ambitious curriculum. Pupils achieve well overall. This includes pupils with special educational needs and/or disabilities (SEND) and disadvantaged pupils. Students in the sixth form receive an especially strong quality of education." They were also pleased to see in relation to behaviour that: "Pupils behave well in lessons and around the school. They are polite and well mannered. They enjoy positive relationships with one another." We were pleased that inspectors noted the strength of personal development: "Pupils benefit from a strong programme of personal development. This includes age appropriate relationships and sex education and health education. Pupils learn about other cultures and beliefs. Teachers prepare pupils well for life in modern Britain." and our focus on the well-being and development of staff: "Leaders are passionate about supporting the well-being of staff. They put a strong emphasis on professional development, including research. They care for their staff. Teachers appreciate the efforts made by leaders to reduce their workload. Staff enjoy working at the school."

You can read full copy of the report here: <https://files.ofsted.gov.uk/v1/file/50187176>

## **Diocesan Section 48 inspection**

Our Diocesan Inspection Report in October 2023 graded us as "Good". The Academy was graded as "Outstanding" for Catholic life and mission and for Collective worship. A copy of the full report is available on the Academy website. Some of the inspector's findings were:

- The school has exceptionally high standards of pastoral care and support for its students. Through the extensive range of services, student welfare is given the highest priority.
- Provision for chaplaincy, as well as the impact this team make on the lives of the students and staff, in and beyond the school is outstanding.
- Sixth form core religious education is very strong and strengthens the distinctive offer to Catholic students.
- The headteacher, leadership team, governors and trust board show a great dedication to the development of St Mary's as an inclusive and caring school. The highest priority is given to Christian formation and academic success.
- A very strong commitment to Catholic social teaching is evident throughout this community and students proactively engage in charity work.
- The strong sense of community is a defining characteristic and visitors often remark on the warm and inclusive atmosphere, extending to individuals of all faith backgrounds, making them feel part of the Catholic community.

# Trust Schools



Christ the King  
Catholic  
Academy



Sacred Heart  
Catholic  
Primary School



St. Cuthbert's  
Catholic  
Academy



St. Kentigern's  
Catholic  
Primary School



St. Mary's  
Catholic  
Academy



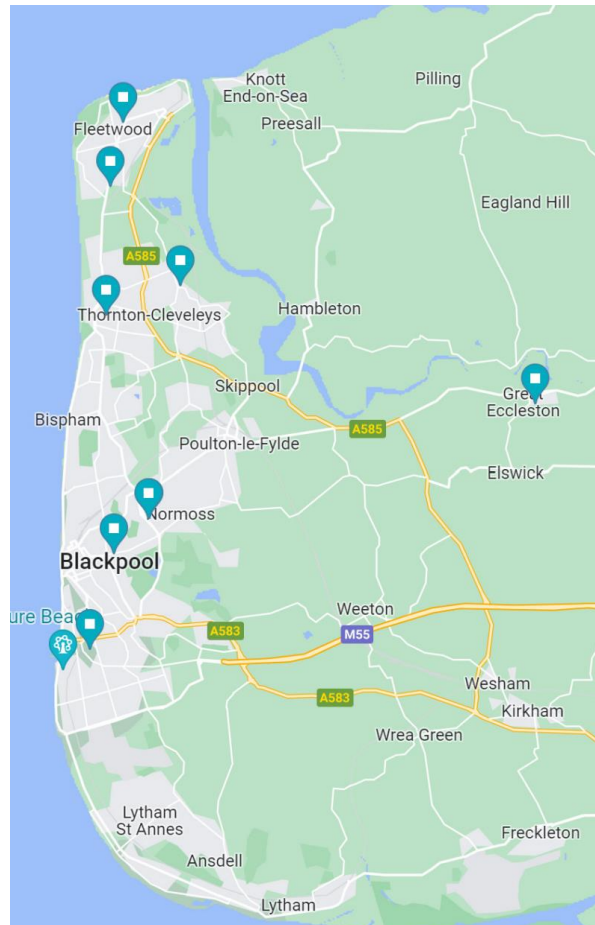
St. Mary's  
Catholic  
Primary School



St. Teresa's  
Catholic  
Primary School



St. Wulstan's &  
St. Edmund's  
Catholic  
Academy



# How to apply

Application process:

Candidates should complete a CES application form (attached to the advert on the Academy website: <https://www.st-mary.blackpool.sch.uk/recruitment-homepage/> ) and a letter of application, the details of which can be found below. Please do not include a CV as this will not be considered as part of the process.

Evidence will be drawn from:

- Letter in support of application.
- Application Form.
- Lesson observation & task.
- Response to questions during interview.
- References.

Letter of application should:

- Be clear, concise and well presented.
- Demonstrate how you meet the person specification.
- Describe your vision for teaching and learning in the MFL Department at St. Mary's Catholic Academy in the 21st Century.
- Be no more than two sides of A4 in length.

Your application should be addressed to the Headteacher, Mr. S. Eccles and can be submitted electronically to [admin@st-mary.blackpool.sch.uk](mailto:admin@st-mary.blackpool.sch.uk)

We will acknowledge receipt of your application.

Closing date for applications: **22nd February**

Shortlisting: **23rd February**

Interview dates: **W/C 26th February**

## **Post Details:**

**Grade: Teachers' Pay Scale**

**Salary: M1**

**Contract: Permanent**

**Hours: Part/Full time**

**Start Date: 1st September 2024**

# Information for candidates

## COMPLETING YOUR APPLICATION

### Application process:

Candidates should complete a CES application form (attached to the advert on the Academy website) and a letter of application, the details of which can be found below. Please **do not** include a CV as this will not be considered as part of the process. Evidence will be drawn from:

- Letter in support of application.
- Application Form.
- Lesson observation & task.
- Response to questions during interview.
- References.

### Letter of application should:

- Be clear, concise and well presented.
- Demonstrate how you meet the person specification.
- Describe your vision for teaching and learning in the Modern Foreign Languages Department at St. Mary's Catholic Academy in the 21<sup>st</sup> Century.
- Be no more than two sides of A4 in length.

**Applications can only be accepted in electronic format via email to [admin@st-mary.blackpool.sch.uk](mailto:admin@st-mary.blackpool.sch.uk) the closing date is midday on Thursday 22nd February 2024.**



## **Modern Foreign Languages Department Information**

The staffing from September 2023 is:

Mrs Rhea Stephenson	Assistant Head Teacher and Senior Line Manager for MFL
Miss Fiona Lynch	Associate Assistant Head Teacher and Head of MFL
Mrs Rachel Jack	Teacher of MFL (Part time)
Mrs Melanie Jaunâtre	Teacher of MFL
Miss Jemma Jones	Teacher of MFL
Mrs Georgina Yu	Teacher of MFL (Part time)

### **CURRICULUM**

Pupils currently study French in Years 7-9, with the opportunity to opt to start a second language (Spanish) in Year 9. The department wishes to return to alternating French and Spanish at Key Stage 3. Both French & Spanish are optional at GCSE and currently uptake is very good. At GCSE and A Level, pupils follow the AQA specifications. At KS4, Studio & Viva GCSE are used. At KS5, both French & Spanish are offered, with class sizes of 5 on average. The department runs a very successful foreign trip each year and are developing links with a school in Spanish with a view to establishing exchanges in the future.

### **ACCOMMODATION**

The MFL Department shares the learning house accommodation with the English Department. The learning house consists of a suite of nine different rooms including two rooms with fixed ICT. The environment is light, comfortable and engaging for all. There is a teacher “grab and go” area within the large flexible learning space. There is some variety in the learning spaces available which would allow for different approaches to the teaching of MFL to be explored.

### **PLANNED DEVELOPMENTS**

In line with the Academy Raising Achievement Plan the key objectives for MFL this year are:

- Establishing MFL as a high-profile subject within the academy and raising uptake at KS4 & 5.
- Preparing to teach the new GCSE specification from September 2024.
- Developing the MFL team with clear CPD to meet their needs.

# Person Specification

## TEACHER OF MFL

### Person Specification

The successful candidate will be someone with enthusiasm, initiative and very good subject knowledge. S/he will demonstrate a clear commitment to promoting the highest possible standards of achievement and developing excellent relationships with staff and students across the full age and ability range at St. Mary's. The person appointed will have a professional and personal profile that most closely matches the specification given below:

#### 1. QUALIFICATIONS

- Qualified teacher status at graduate level.
- MFL Degree/Degree containing substantial MFL element.
- Recent professional development/teaching placement relevant to the post.

#### 2. EXPERIENCE, SKILLS, KNOWLEDGE and APTITUDE

- A clear philosophy for the teaching of MFL.
- Knowledge of some strategies that will enhance learning and raise the attainment of all students in MFL.
- Ability to use MFL to transform learning.
- Effective communicator – verbally and in writing.

#### 3. PERSONAL QUALITIES

- Ability to form good relationships with both colleagues and students.
- Commitment to actively supporting the distinctive ethos of the school.
- Commitment to assisting with the development of extra-curricular activities.
- Resilience, commitment, ability to work under pressure and a sense of humour.
- An excellent attendance and punctuality record. (Please note that excellent attendance is considered to be 95% attendance over the past two academic years. Governors will take note of one-off illnesses/absences and individual circumstances).
- High expectations of all students.
- Enthusiasm for career development.

The standard full-time contact time for teachers is 33 out of 40 periods per fortnight (31 for ECT Y1), including a period of PSHE with your form.

# Job Description

All teachers have a responsibility to contribute to the realising of high standards of attainment and discipline in their classes and subject area. They are also responsible for the pastoral care of a form group. The duties should be discharged in such a manner as to actively enhance the Catholic ethos of the Academy.

Responsible to: Head of MFL

## Key Outcomes

1. A caring, Catholic ethos built on high quality relationships.
2. Increased proportions of outstanding and very good teaching.
3. Consistently high standards of attainment across all key stages.
4. A well-disciplined and stimulating learning environment.
5. Promotion and safeguarding of the welfare of all students.

The key outcomes will be achieved by:

Contributing to a Common Mission and Shared Vision through:

- Helping preserve the existing strengths of St. Mary's Catholic Academy and further developing its distinctive mission with the Catholic Church.
- Being the significant adult and main role model for a form group.
- Assisting with the implementation and evaluation of the MFL Department Development Plan and the Academy's Development Plan.
- Implementing the Academy's Child Protection Policies and procedures.

Developing a commitment to learning by:

- Having high expectations of all students and promoting transformational learning and teaching that leads to consistently high levels of achievement for all.
- Working as a member of the MFL Department to establish and maintain a highly effective team.
- Contributing to the development of Schemes of Work and lesson plans that fulfil and enrich examination syllabi requirements.
- Implementing high quality assessment and student tracking procedures that assist learning.
- Ensuring high standards of discipline through recognising and rewarding positive student behaviour and dealing appropriately with unacceptable behaviour.
- Assisting with extra-curricular activities.
- Assisting in the maintenance of a safe and stimulating learning environment within the MFL Department.

In addition, to the specific duties outlined above you will be expected to carry out the duties of a Teacher as stated in the current School Teachers' Pay and Conditions Document.

This post is subject to:

- The CES (Catholic Education Service) form of contract,
- To DBS (Disclosure and Barring Service) formerly the CRB,
- Medical clearance
- Verification of your qualifications and National Insurance number.

**Please note as part of the Academy's commitment to the protection and safety of its students:**

- **References will be required including a judgement about your suitability to work with children. Referees will be asked whether you have any disciplinary offences relating to children (even if spent) and whether you have been the subject of any child protection concerns.**
- **Open references supplied by candidates will not be accepted.**
- **A member of the interview panel will be trained in implementing Child Protection procedures.**
- **Please note that in line with Keeping Children Safe in Education 2022 guidance, an online search will be carried out as part of our due diligence on shortlisted candidates**

These responsibilities will be reviewed in the light of the Academy's development plan and changing needs.

S Eccles February 2023

# 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

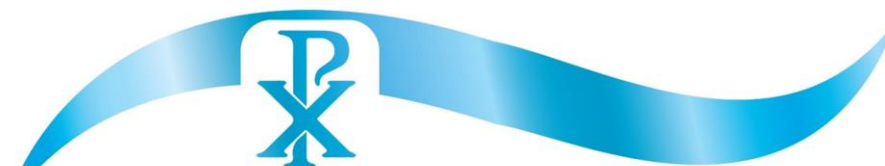
All new staff will be subject to the trust probation procedures for a period of 6 months. The probation period is to enable the assessment of an employee's suitability for the job and which includes a review of the performance of new staff in relation to duties, skills, qualifications and experience 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**