

# St Kentigern's Catholic Primary School

## Teacher Application Pack



Closing date:  
Monday 24<sup>th</sup> April (midday)

Interview Date:  
week commencing  
2<sup>nd</sup> May 2023



# Welcome to St. Kentigern's

Dear Applicant,

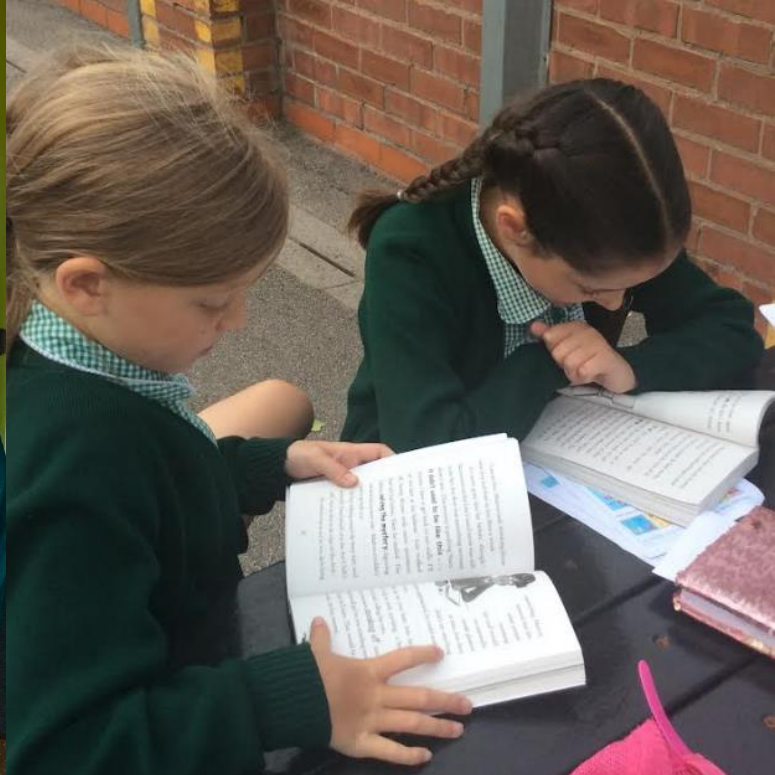
St Kentigern's is a happy and successful school with a strong, caring Catholic ethos in the Blessed Edward Bamber Catholic Multi Academy Trust in the Diocese of Lancaster. The whole school team is dedicated to achieving the full potential of all its children.

The Governors are seeking to appoint an excellent, highly motivated and hardworking professional who will support and contribute to the continued development of this one form entry Catholic Primary school. The successful candidate will contribute fully to the life of the school. Please state curriculum strengths and interests. Applications are invited from newly qualified and experienced teachers who are excellent practitioners, enthusiastic and motivational with their teaching and learning strategies.

St Kentigern's Catholic Primary School is committed to safeguarding and promoting the welfare of children. The posts are subject to satisfactory references and enhanced disclosure from DBS. You are invited to contact us and arrange a school visit – School is closed for the Easter Holidays from 7th -14th April.

Yours sincerely,

Frances Wygladala  
Headteacher



*“Treat others as you would like to be treated”*

# CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Headteacher at St. Kentigern's Catholic Primary school. St. Kentigern's is part of the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT).

This is an excellent opportunity for a talented and experienced professional to join us and work with a fantastic group of committed leaders and staff who believe passionately in education and working to improve the life chances of our children and young people.

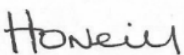
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of 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 for this vital role at an exciting time for St. Kentigern's and the Trust.

Yours sincerely



Helen O'Neill  
Chief Executive Officer



# Trust Schools



Christ the King  
Catholic  
Academy



Sacred Heart  
Catholic  
Primary School



*Care - Courtesy - Concern*

St. Cuthbert's  
Catholic  
Academy



St. Kentigern's  
Catholic  
Primary School



St. Mary's  
Catholic  
Academy



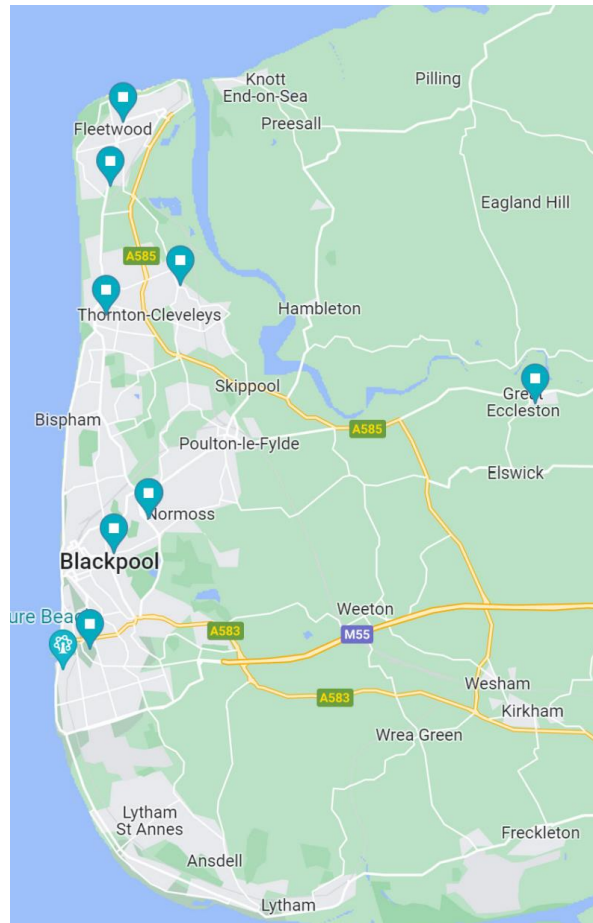
St. Mary's  
Catholic  
Primary School



St. Teresa's  
Catholic  
Primary School



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



# Working at St. Kentigern's Catholic Primary School

St Kentigern's Catholic Primary School is the oldest Catholic primary school in Blackpool. We are a small, busy and friendly school. As a Catholic school, we offer our children the opportunity to grow as young people and encourage them to develop a closer relationship with God in an atmosphere of mutual love and respect. We seek to live out the values of Jesus Christ daily, promoting them by our words and deeds. Jesus told us to "Treat others as you would like to be treated", our school motto and this reminds us every day to go the extra mile for the children within our care.

St Kentigern's is a school we are all proud of, it is a vibrant, positive place that provides a safe and welcoming environment in which to learn. Our children enjoy coming to school, are motivated by their successes and become confident, resilient citizens.

We aim to cultivate first class partnerships with parents and carers, governors, parish and the local community who play such an important part in the life of our thriving school.

Our most recent Section 48 Denominational RE inspection report (November 2021) graded us as Outstanding:

- *St Kentigern's is an outstanding Catholic school which places Christ at the centre of all that it does. It is a very welcoming environment where inclusion is its central goal and shared vision.*
- *The Catholic Life of the school is outstanding and the commitment from the head, the governors, staff, priests and parish laity to support pupils in their prayer life helps them to grow in faith.*
- *The quality of curriculum RE is excellent and pupils are provided with a range of learning opportunities in order to deepen their faith, to understand Catholic traditions and practices, and to make progress in their learning. Pupils enjoy RE lessons and the curriculum provided is very good.*

We are an Ofsted 'Good' school (April 2018):

- *You lead a very welcoming and inclusive school with strong Christian values. You teach pupils to care for others and to follow the school's motto to 'treat others as you would like to be treated'.*
- *In lessons, teachers plan engaging and interesting experiences to support pupils' learning. Through the rich curriculum that you have planned, pupils develop their confidence and their skills across different subject areas.*
- *Pupils behave well and contribute to society through work with charities and taking part in community and parish events.*

# How to apply

## Prior to applying

Applicants are invited to visit the school and meet our staff and pupils. Please contact the school office on 01253 393302.

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: [admin@st-kentigern.blackpool.sch.uk](mailto:admin@st-kentigern.blackpool.sch.uk)

## Application process:

Please send your completed CES application form (available on the school and Trust website: <https://bebcmat.co.uk/vacancies-list> or <https://www.st-kentigern.blackpool.sch.uk/contact-us/job-openings>) to: [recruitment@bebcmat.co.uk](mailto:recruitment@bebcmat.co.uk).

You will also be required to complete and submit a Recruitment Monitoring Form and a Rehabilitation of Offenders Act Disclosure form. There are guidance notes supplied to assist in the completion of the forms (see applicant notes on website).

**Closing date for applications:** Monday 24<sup>th</sup> April 2023 at midday

**Interview dates:** Week commencing 2<sup>nd</sup> May 2023

**Required:** September 2023

References will only be taken up for shortlisted candidates who will be notified beforehand. Please contact each of your named referees to inform them that if you are shortlisted, we will request a reference prior to the interview.

# Job Description

## Class Teacher – full time

### Job particulars:

#### Purpose and responsibility:

Under the reasonable direction of the Headteacher, to carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD) 2015 and to carry out such duties to the appropriate standard detailed in the Professional Standards for Teachers. To teach in accordance with the ethos, organisation and policies of the school as a fully committed member of the teaching team and as detailed in the specific duties below.

As a minimum, main scale teachers will be asked to maintain a focus/overview of a specified subject area in order to advise the school. You are not held responsible or accountable for the subject or the work of other colleagues, unless you request such duties as part of your professional development. The headteacher would wish to ensure that such a request did not distract you from your duties in respect of teaching and learning. This job description is based on and uses text taken directly from the STPCD 2015 and Professional Standards for Teachers

#### Area of focus:

**Line Management:** Reporting to - Headteacher

**Responsible for** – directing the work of allocated Teaching Assistants to ensure effective pupil progress for all pupils

**Liaising with:** Headteacher, Leadership Team, Teachers, Support Staff, Parents, Directors, external agencies.

**Working Time:** Full time as specified within the School Teachers' Pay and Conditions Document

#### Specific Duties:

##### Exercise of general professional duties

Teachers are expected to carry out the professional duties of a teacher under the reasonable direction of the head teacher. You will be required to comply with directions which may reasonably be given to you by the head teacher from time to time.

##### Professional duties

The following extracts from School Teachers Pay and Conditions (STPCD) 2015 outline the responsibilities of a teacher other than a Headteacher and will be deemed to be updated each year in line with changes in the STPCD. Teachers should refer to the STPCD for a complete statement of their duties and conditions of service.

The paragraph numbers 52.1 to 54.10 indicate extracts taken from Section 2, Part 7, of STPCD 2015.

##### Teachers

52.1 A teacher may be required to undertake the following duties –

##### Teaching

52.2 Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.

52.3 Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.

52.4 Participate in arrangements for preparing pupils for external examinations.

##### Whole school organisation, strategy and development

52.5 Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.

52.6 Work with others on curriculum and/or pupil development to secure coordinated outcomes.

52.7 Subject to sub-paragraph 54.7 supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.

##### Health, safety and discipline

52.8 Promote the safety and well-being of pupils.

52.9 Maintain good order and discipline among pupils.

##### Management of staff and resources

52.10 Direct and supervise support staff assigned to them and where appropriate, other teachers.

52.11 Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.

52.12 Deploy resources delegated to them.



# Job Description

## Class Teacher – full time

### Professional development

52.13 Participate in arrangements for the appraisal and review of their own performance, and, where appropriate, that of other teachers and support staff.

52.14 Participate in arrangements for their own further training and professional development, and, where appropriate, that of other teachers and support staff including induction.

### Communication

52.15 Communicate with pupils, parents and carers.

Working with colleagues and other relevant professionals

52.16 Collaborate and work with colleagues and other relevant professionals within and beyond the school.

## Working Time:

### Working days

53.2 A teacher employed full-time must be available for work for 195 days in any school year, of which –

(a) 190 days must be days on which the teacher may be required to teach pupils and perform other duties;  
and

(b) 5 days must be days on which the teacher may only be required to perform other duties;  
and those 195 days must be specified by the employer or, if the employer so directs, by the head teacher.

### Specified working hours

53.5 A teacher employed full-time must be available to perform such duties at such times and such places as may be specified by the head teacher (or, where the teacher is not assigned to any one school, by the employer or the head teacher of any school in which the teacher may for the time being be required to work as such) for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which the teacher is required to be available for work.

53.7 In addition to the hours a teacher is required to be available for work under §53.5, a teacher must work such reasonable additional hours as may be necessary to enable the effective discharge of the teacher's professional duties, including, in particular planning and preparing courses and lessons; and assessing, monitoring, recording and reporting on the learning needs, progress and achievements of assigned pupils.

53.8 The employer must not determine how many of the additional hours referred to in sub-paragraph 53.7 must be worked or when these hours must be worked.

53.12 The amount of time a teacher spends taking the break referred to in paragraph 54.3 or travelling to or from their place of work does not count towards the 1265 hours referred to in sub-paragraph 53.5.

### In addition the STPCD provides clear guidance on a number of related issues as follows:

54.1 No teacher may be required to work on any Saturday, Sunday or public holiday unless their contract of employment expressly provides for this.

54.2 No teacher may be required under their contract of employment as a teacher to undertake midday supervision.

### Daily break

54.3 A teacher who is required to be available for work for more than one school session on any school day must be allowed one break of reasonable length either between school sessions or between the hours of 12 noon and 2.00pm. Deputy Head Teachers and Assistant Head Teachers are entitled to a break of reasonable length as near to the middle of each school day as is reasonably practicable.

# Job Description

## Class Teacher – full time

### **Working Time:**

#### **Work/life balance**

54.4 Governing Bodies and head teachers, in carrying out their duties, must have regard to the need for the head teacher and teachers at the school being able to achieve a satisfactory balance between the time required to discharge their professional duties including, in particular, in the case of teachers to whom paragraphs 53.2 to 53.12 apply, their duties under paragraph 53.7, and the time required to pursue their personal interests outside work. In having regard to this, Governing Bodies and head teachers should ensure that they adhere to the working limits set out in the Working Time Regulations.

#### **Guaranteed planning and preparation time**

54.5 All teachers who participate in the teaching of pupils are entitled to reasonable periods of Planning, Preparation and Assessment (PPA) time as part of the 1265 hours referred to in paragraph 53.5 or pro rata equivalent (as the case may be) to enable the discharge of the professional responsibilities of teaching and assessment. PPA time must be provided in units of not less than half an hour during the school's timetabled

teaching week and must amount to not less than 10% of the teacher's timetabled teaching time. A teacher must not be required to carry out any other duties during the teacher's PPA time.

#### **Management time**

54.6 A teacher with leadership or management responsibilities is entitled, so far as is reasonably practicable, to a reasonable amount of time during school sessions for the purpose of discharging those responsibilities.

#### **Cover**

54.7 Teachers should be required to provide cover in accordance with paragraph 52.7 only rarely, and only in circumstances that are not foreseeable (This does not apply to teachers who are employed wholly or mainly for the purpose of providing such cover).

#### **Administration and external examinations**

54.8 A teacher should not be required routinely to participate in any administrative, clerical and organisational tasks which do not call for the exercise of a teacher's professional skills and judgement, including those associated with the arrangements for preparing pupils for external examinations such as invigilation.

#### **Training and development**

54.9 All staff in the school should have access to advice, training and developmental opportunities appropriate to their needs, including needs identified in objectives or in appraisal statements or reports.

54.10 A teacher serving an induction period under the Induction Regulations must not teach for more than 90% of the time that a teacher at the school not subject to those regulations would be expected to teach.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

# Person Specification

## Class Teacher – full time

	Essential	Desirable
<b>Qualifications, training and experience</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• Evidence of appropriate professional development for the role of class teacher</li> <li>• Experience in teaching in the primary classroom (EYFS, KS1 or KS2)</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to obtaining the Catholic Certificate of Religious Studies</li> </ul>
<b>Professional knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• The distinctive nature of a Catholic School/Academy</li> <li>• Have high expectations for all young people and adults</li> <li>• Articulate, deliver and maintain vision and practice for high quality, inclusive education and care</li> <li>• Communicate effectively both verbally and in writing</li> <li>• Be efficient, highly organised and able to deal effectively with a class teacher's roles and responsibilities together with aspirations for further development and responsibilities</li> <li>• Understand and have good knowledge of recent curricular and pedagogical issues</li> <li>• Demonstrate strong subject knowledge and understanding over the curriculum subjects</li> <li>• Demonstrate good knowledge of, and success towards meeting, the Professional Standards</li> <li>• Demonstrate effective use of Learning and Teaching strategies and Assessment for Learning</li> </ul>	
<b>Interpersonal skills and personal qualities</b>	<ul style="list-style-type: none"> <li>• Effectively inspire learners and enable outstanding learning</li> <li>• Establish effective working relationships with staff, parents and the wider community</li> <li>• Work with colleagues to move towards outstanding practice</li> <li>• Prioritize, plan, organize and manage time</li> <li>• Be committed to own personal development and training</li> <li>• Be curious, positive and resilient and show initiative in supporting school improvement</li> <li>• Raise pupil performance standards for all learners</li> <li>• Act as a role model for pupils and other staff by setting high personal and professional standards</li> <li>• Deal sensitively with people and resolve conflicts</li> <li>• Have a passion to work at our school and view the post as a privileged position</li> <li>• Supportive of the Academy's Catholic ethos</li> </ul>	<ul style="list-style-type: none"> <li>• Lead extra curricular activities</li> <li>• Practising Catholic</li> </ul>

# Person Specification

## Class Teacher – full time

	Essential	Desirable
<b>Experience and knowledge of teaching</b>	<ul style="list-style-type: none"> <li>Recent teaching experience within the primary phase</li> <li>To effectively use assessment data and target-setting to raise standards</li> </ul>	<ul style="list-style-type: none"> <li>Teaching experience within the Key Stage for which you are applying</li> </ul>
<b>Professional attributes</b>	<ul style="list-style-type: none"> <li>Excellent written and verbal communication skills</li> <li>Ability to demonstrate excellent classroom practice</li> <li>Fully ICT competent</li> </ul>	
<b>Applications, confidential references and reports</b>	<ul style="list-style-type: none"> <li>Written reference(s) only</li> <li>Letters should address the criteria identified in the person specification</li> <li>Application forms should be completed in full</li> <li>Letters should be clear and concise and no longer than two sides of A4 (minimum font size 12)</li> <li>Two supportive written references confirming professional &amp; personal knowledge, skills &amp; abilities referred to above.</li> </ul>	<ul style="list-style-type: none"> <li>Positive and supportive faith reference</li> </ul>

# 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.



