



St Ralph Sherwin  
Catholic Multi Academy Trust



## St Charles Catholic Voluntary Academy

The Carriage Drive, Hadfield, Glossop, Derbyshire, SK13 1PJ

Tel: 01457 852692

[www.st-charles.derbyshire.sch.uk](http://www.st-charles.derbyshire.sch.uk)



# Application Pack

Class Teacher  
St Charles Catholic Voluntary Academy  
Glossop

# Welcome



St Ralph Sherwin  
Catholic Multi Academy Trust



Dear Applicant,

Thank you for expressing an interest in applying to work within the St Ralph Sherwin Catholic Multi-Academy Trust (CMAT). As CEO, I want to provide you with an introduction to our Trust and to give you a flavour of what working within our Trust would be like.

Firstly, you do not need to be a Catholic to work in our Trust. There are certain reserved positions, which require someone to be Catholic, i.e. CEO, Headteacher, Deputy Headteacher, Subject Leader/Head of RE and Lay Chaplain but other than that a respect for our ethos and a willingness to participate in what we do is all that is required.

Everybody who works within our Trust, in a school or central offices is in some way a teacher. Whether you are the headteacher, a classroom teacher, receptionist, cook, cleaner, caretaker, HR or Finance manager/assistant you have an impact on the children we serve. We are a family and building a community which supports and upholds our gospel values of tolerance, respect, compassion and love are central to our success going forward.

This is a hugely important time in the life of our Trust. As of 1<sup>st</sup> September 2018, we have brought together 25 schools from Derby City, Derbyshire, Staffordshire, Stockport and Nottinghamshire (of which 20 are primary and 5 are secondary) to work within the Trust.

As CEO of the Trust I understand the huge responsibility I have to ensure that every child and young person benefits from the establishment of this new Trust.

The St Ralph Sherwin Catholic Multi-Academy Trust has been formed to preserve, maintain and develop Catholic education in the areas served by its academies. We are committed to providing the highest quality of education for every child and young person we serve.

We have a vision for our Trust that goes beyond our individual academies and that changes our perceptions from *my* academy to *our* academy. Working together through the Trust, each academy will benefit educationally from the expertise within the Trust as a whole and practically from the services procured and provided centrally. By formalizing the links between secondary and primary schools we will provide a stable, challenging and consistent education through the phases to those pupils and families we serve. Our Trust will be a dynamic entity, which will grow and adapt with those who are working and learning within it. It will respond to the needs of its community while adhering to the Catholic principles upon which its member academies are founded.

We have been given a wonderful opportunity to shape the future of Catholic education for around 8,000 young people who attend our schools across the Trust.

Schools are special places where we get the chance to improve the lives of young people in a unique way. The best schools are places where we develop young minds; we must focus on growth not just in the brain but the growth of character, the development of the whole person.

I hope you are excited by this vision of what we want to achieve and if you feel you want to be part of this, I would encourage you to apply for this position within our Trust.

Yours sincerely

Sean McClafferty

CEO, Saint Ralph Sherwin Catholic Multi-Academy Trust

# About St Charles

## St Charles Catholic Voluntary Academy

Part of St Ralph Sherwin Catholic Multi Academy Trust

The Carriage Drive, Hadfield, Glossop, Derbyshire, SK13 1PJ

Tel: 01457 852692

Email: [Info@st-charles.derbyshire.sch.uk](mailto:Info@st-charles.derbyshire.sch.uk)

[www.st-charles.derbyshire.sch.uk](http://www.st-charles.derbyshire.sch.uk)

The Governors at St Charles Catholic Voluntary Academy, part of the St Ralph Sherwin Multi Academy Trust, are seeking to appoint a hardworking and inspirational teacher who will become part of our warm and friendly team.

The suitable candidate should be sympathetic to the ethos and the practice of our Catholic school and deeply committed to further developing high standards and achievement and behaviour of our pupils.

### The Ideal Candidate will:

- Be a committed and practising catholic (desirable)
- Be an outstanding teacher
- Have high expectations and personal drive
- Lead on an agreed subject
- Contribute to clubs and the wider school curriculum
- Adhere to Safeguarding policy promoting the welfare of all our children.

### We can offer you:

- Children who are well behaved and love to learn
- A dedicated and supportive team
- A supportive Governing Body
- Families who are committed to their children's education and development
- Opportunities for CPD and career development through the new academy structure

Visits to the school are warmly welcomed, please contact **Tracey Bayliss**, our school business manager to arrange on 01457 852692 or [Info@st-charles.derbyshire.sch.uk](mailto:Info@st-charles.derbyshire.sch.uk)

### How to apply

For more information, an application pack and to apply please visit <https://srscmat.co.uk/vacancies> or email [vacancies@srscmat.co.uk](mailto:vacancies@srscmat.co.uk).

**Closing date:** Monday 3<sup>rd</sup> December 2018 at 9.00am

**Lesson observations:** Friday 7<sup>th</sup> December 2018

**Interviews:** Monday 10<sup>th</sup> December 2018

*The St Ralph Sherwin Catholic Multi Academy Trust is 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, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*

*The Trust will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*You do not need to be a Catholic to work in our Trust. There are certain reserved positions, which require someone to be Catholic, i.e. CEO, Headteacher, Deputy Headteacher, Subject Leader/Head of RE and Lay Chaplain but other than that a respect for our ethos and a willingness to participate in what we do is all that is required.*

# Job Description

**JOB TITLE:** CLASSROOM TEACHER  
**REPORTS TO:** HEADTEACHER, DEPUTY HEADTEACHER, SUBJECT LEADERS  
**SALARY RANGE:** TEACHERS' PAY SCALE  
**DATE:** SEPTEMBER 2018

## **Main purposes:**

To teach a class, working constructively as a member of staff within the whole school team.  
To promote the ethos of the Catholic school within the context of our mission statement.  
To plan, teach, monitor, assess and evaluate the education programme for the children taught.  
To share in the corporate responsibility for the well-being and discipline of all pupils.

## **Policy and legal framework:**

The teacher will work within the framework of:

- School Teachers' Pay and Conditions Document
- The national legislation of the National Curriculum
- School policies, schemes on the curriculum and school organisation and the St Ralph Sherwin Multi Trust Academy.

## **School teachers' professional duties**

The professional duties of a teacher shall include:

### **Teaching**

Having regard to the curriculum of the school:

- To plan and prepare courses and lessons using knowledge of school policies, schemes of work and national curriculum requirements for the relevant curricular areas.
- To teach according to their educational needs, the pupils assigned to her/him, including the setting and marking of work to be carried out by the pupil in school and elsewhere: i.e. plan differentiated work to meet the needs of individuals and groups providing progression and continuity.
- Work as a member of the team, planning co-operatively, sharing information, ideas and expertise.
- Consult and plan with learning support staff outside agencies as appropriate.
- Liaise with the SENCO to ensure that the Code of Practice is implemented fully.
- Organise and change the working environment appropriately for the range of activities taking place.
- Maintain a stimulating, informative environment displaying children's work appropriately.
- Teach pupils to take responsibility for resources and the environment.
- Maintain good order and discipline among the pupils and safeguarding their health and safety both when they are in school and when they are engaged in authorised school activities elsewhere.
- Work with all members of staff and parents to ensure that schools behaviour and discipline policy is implemented and to work at all times towards the happy, self-discipline child.
- Use a variety of suitable teaching and learning styles.
- Communicate personal enthusiasm and stimulate and maintain interest in learning.

### **Assessment, recording, reporting**

- Assess, record and report on the development, progress and attainment of pupils; using a variety of methods according to national curriculum requirements and school policies.
- Keep records of pupils' progress and report achievements in line with school policies and statutory requirements.
- Promote the general progress and well-being of individual pupils of any class or group of pupils assigned to her/him.
- Encourage children to strive for excellence in their work and behaviour.
- Participate in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments.

# Job Description

## **Communication**

- Establish good relationships with parents to promote, pupils learning and achievement in line with the school policy.
- Communicate and cooperate with persons or bodies outside the school and participate in meetings arranged for any of the purposes described above.
- Provide and/or contribute to oral and written assessments, reports and references relating to the individual pupils and groups of pupils; e.g. in the context of SEN.
- Attend and take a constructive part in staff meetings, Inset days and any other school inset sessions
- Contribute towards school assemblies
- Note and respond to all messages left on staff notice board or in staff pigeonholes.
- Ensure that all accidents and behavioural incidents are properly recorded and reported.
- Set high standards of punctuality, to be in class or playground to greet pupils at the start of teaching sessions
- Register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions.
- Participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

## **Professional Development**

- Participate in arrangements for appraisal of her/his performance
- Participate in arrangements for her/his further training and professional development as a teacher.

## **Subject leader responsibility**

- To lead a specified subject area taking such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

## **In particular:**

- To be responsible for maintaining resources for specified area of responsibility.
- To advise other members of staff on the resources available and to monitor their use.
- To order resources for a specified area of responsibility under the guidance of the deputy head teacher.
- To maintain financial records of resources and work within a set budget.

## **Whole school commitment**

- To demonstrate a commitment to the full life of the school and to work with all members of staff to ensure the success of whole school initiatives and assemblies, displays, open evenings and other activities as they occur in school.
- To undertake, with all other members of staff, general responsibilities concerned with the day-to-day running of the school. e.g. playground duties.
- To be supportive of the school's extra-curricular activities.

# Person Specification

<b>JOB TITLE:</b>	<b>TEACHER</b>	<b>GRADE :</b>	<b>MAIN SCALE</b>
<b>RESPONSIBLE TO:</b>	Headteacher /Deputy Head		
<b>Line management RE-SPONSIBLE FOR:</b>	Teaching Assistants and Teaching support staff		

	Essential	Desirable
<b>QUALIFICATIONS</b>	Qualified Teacher Status.	Have a Good Honours or Masters Degree. Further professional qualifications. Evidence of further study (including on-going study).
<b>EXPERIENCE</b>	Experience and knowledge of the School Development/Improvement process. Excellent classroom management and practice. A proven record of promoting curricular development and have successfully co-ordinated at least one whole-school curriculum area. Have experience of interpreting and analysing assessment information in order to set targets for raising standards.	Experience in a Catholic School. Experience of teaching in Key Stage. Experience of monitoring and evaluating Teaching and Learning. Experience of working with a school's community, including the Parish.
<b>KNOWLEDGE &amp; UNDERSTANDING</b>	Knowledge and understanding of moral, spiritual and cultural development of pupils. Have a clear understanding and vision of the needs of primary aged pupils, and have strategies which will achieve effective teaching and learning. Have an excellent knowledge of pupil progress tracking systems and how to use them effectively An understanding of contemporary issues in education. Have a detailed knowledge of the structure and content of the National Curriculum and assessment arrangements. Confidence in using ICT to support teaching A knowledge and understanding of target setting at classroom and whole school level. Knowledge and understanding of Safe-guarding issues	A good understanding of the needs of pupils with special educational needs. Knowledge and ideas that will enable development of a more creative approach to delivering the curriculum with particular reference to the foundation subjects.

# Person Specification

<b>JOB TITLE:</b>	<b>TEACHER</b>	<b>GRADE :</b>	<b>MAIN SCALE</b>
<b>RESPONSIBLE TO:</b>	Headteacher /Deputy Head		
<b>Line management RE-SPONSIBLE FOR:</b>	Teaching Assistants and Teaching support staff		

<b>PROFESSIONAL SKILLS</b>	<p>Ability to promote the Catholic Ethos of the school in line with the School Mission Statement.</p> <p>A commitment to continuous professional development throughout your career</p> <p>The ability to establish professional relationships quickly, enthuse others sensitively and work co-operatively as a member of the team</p> <p>To be able to plan and deliver 'first quality teaching' to quickly accelerate pupils learning.</p> <p>Ability to manage workload.</p> <p>The ability to communicate effectively, both verbally and in writing, in a wide range of situations.</p> <p>High quality ICT skills.</p> <p>The ability to be organised to work under pressure and within given deadlines.</p> <p>The ability to build and sustain effective working relationships with staff, governors, parents, pupils and the wider community including the Parish.</p> <p>To be able to work within the teacher's standards.</p>	<p>A commitment to lead a subject area</p> <p>A commitment to run extracurricular activities or clubs.</p> <p>Have the flexibility and adaptability to work with a wide range of people from the community.</p>
<b>PERSONAL QUALITIES</b>	<p>To be a practising catholic or sympathetic to the school's Christian values and ethos</p> <p>Commitment to work flexibly.</p> <p>A good attendance record.</p> <p>A caring pastoral attitude towards staff and pupils.</p>	

# Information for Applicants

## How to apply

A job description and person specification are available for download.

If you wish to apply, please download, complete and email your application form and associated forms to [vacancies@srsrsmat.co.uk](mailto:vacancies@srsrsmat.co.uk) by the closing date.

Please ensure that your application contains the following:

- A clear indication of the post for which you are applying
- Email addresses for all your referees
- **NB Should you be shortlisted, references will be taken up prior to interview**
- The completed separate Rehabilitation of Offenders Disclosure Form
- The completed separate Recruitment Monitoring Form

All CVs must be accompanied by a fully completed application form.

## Closing Date

Please ensure your application arrives before the closing date of **3rd December 2018**. We are now monitoring our recruitment advertising and would be grateful if you could fill in this question on page two of the application form, stating where you first learned of this vacancy.

## Interview

Interviews for the posts will take place as soon as possible after the closing date. Please assume that if you have not heard from me within two weeks of the closing date, that unfortunately on this occasion your application has not been successful.

## School Visit

The school warmly encourages applicants to visit their school. Please contact the school office to arrange an appointment.

**The Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. Should you be shortlisted, references will be taken up prior to interview. The appointment will be made subject to an enhanced DBS check and other pre-employment checks.**

# Information for Applicants

## Saint Ralph Sherwin Catholic Multi-Academy Trust

On 1<sup>st</sup> September 2018, the Saint Ralph Sherwin Catholic Multi-Academy Trust brought all of the 25 Catholic schools located in Derby City, Derbyshire, Staffordshire and Stockport together in a partnership, to ensure the very best spiritual, social and academic experiences and outcomes for the young people in our schools. We will achieve this through working together to share what we do well and identify the areas where we can learn from each other. As a Catholic MAT, we will place the life, teachings and person of Jesus Christ at the centre of everything we do.

The Schools of the Saint Ralph Sherwin CMAT:

### Primary Schools

St John Fisher Catholic Voluntary Academy, Derby  
St Alban's Catholic Voluntary Academy, Derby  
St George's Catholic Voluntary Academy, Derby  
St Joseph's Catholic Primary School, Derby  
St Mary's Catholic Primary School, Derby  
Christ the King Catholic Voluntary Academy, Alfreton  
St Elizabeth's Catholic Voluntary Academy, Belper  
St Anne's Catholic Voluntary Academy, Buxton  
All Saints & Saint Margaret's Catholic Voluntary Academies, Glossop

St Mary's Catholic Voluntary Academy, Glossop  
St Charles's Catholic Voluntary Academy, Hadfield  
St Thomas Catholic Voluntary Academy, Ilkeston  
English Martyrs' Catholic Voluntary Academy, Long Eaton  
St Joseph's Catholic Voluntary Academy, Matlock  
St Mary's Catholic Voluntary Academy, New Mills  
St Edward's Catholic Voluntary Academy, Swadlincote  
The Priory Catholic Voluntary Academy, Eastwood  
Holy Rosary Catholic Voluntary Academy, Burton

### Secondary Schools

St Benedict Catholic Voluntary Academy  
St Thomas More Catholic School  
St Philip Howard Catholic School  
St John Houghton Catholic Voluntary Academy  
Blessed Robert Sutton Catholic Sports College



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