



St Ralph Sherwin
Catholic Multi Academy Trust



St Thomas More Catholic Voluntary Academy

Palace Fields, Buxton SK17 6AF

www.st-thomasmore.derbyshire.sch.uk



St. Thomas More
CATHOLIC SCHOOL



Application Pack

Deputy Headteacher
St Thomas More Catholic Voluntary Academy
Buxton

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 1st 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 Thomas More

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Message from the Head Teacher

January 2019

Dear Applicant

Deputy Headteacher

As the Headteacher of St Thomas More Catholic Voluntary Academy, may I thank you for the interest you have shown in the post of Deputy Headteacher at our school.

The post has become available following the retirement of our current Deputy Headteacher. She will be leaving us at Easter this year following 37 years at the school.

This 11 to 16 school is 60 years old this year and was originally built for 100 pupils. We now have 430 pupils on roll following the increase of the published admission number to 90 per year group, but we are still the smallest high school in Derbyshire.

We are looking for enthusiastic candidates who can inspire in and outside the classroom. As this is a Deputy Headteacher position, there is a requirement that the successful candidate be a practising Catholic in order to maintain the Catholic ethos of the school. This is in line with the Equalities Act 2010.

As the sole Deputy, the successful applicant will be a key member of the School Leadership Team with particular responsibility for the pastoral care of all our pupils. Responsibilities may evolve over time, in response to the natural growth and development of the school. The specific duties of the successful candidate will vary according to their particular strengths and experiences but adaptability and flexibility will be essential.

The details about the post gives a brief overview of the current situation at the school; however, should you require any further information, please do not hesitate to contact the school.

These are exciting times in the school's development. From September 2018 we converted to an academy as a member of the St Ralph Sherwin Catholic Multi-Academy Trust: one of four trusts set up by the Roman Catholic Diocese of Nottingham. This will be a great opportunity to work with the 24 other schools within the Trust.

The school is also a member of the soft federation of schools known as Peak 11 (composed of the 11 secondary schools in the High Peak and Derbyshire Dales).

St Thomas More Voluntary Catholic Voluntary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As the post has access to children, all applicants will be required to undertake DBS clearance.

I look forward to receiving your application.

Yours sincerely

Mr B Hickey
Headteacher

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The School—Background Information

St Thomas More School is a mixed 11-16 Voluntary Catholic Academy with 430 pupils on roll, serving the four local Catholic parishes of St Anne's Buxton, St Mary's New Mills, Ss John Fisher and Thomas More in Chapel-en-le-Frith and the Sacred Heart in Whaley Bridge. The school also admits a number of children of other faiths and of no faith each year according to criteria established by the Diocese and Trust. From September 2018, the school converted to Academy status as a member of the St Ralph Sherwin Catholic Multi-Academy Trust: a Trust set up by the Catholic Diocese of Nottingham. As a Multi-Academy Trust, we joined 4 other secondary schools and 20 primaries across areas within Derbyshire, Derby City, Stockport, Nottinghamshire and Staffordshire.

We are a high achieving 11-16 school with excellent examination results. Our most recent section 5 Ofsted report in May 2013 described the school as a " Good school with Outstanding Behaviour". It also stated that the Spiritual, Moral, Social and Cultural Education was also Outstanding" (Ofsted May 2013) .

"Students are reflective and tolerant and benefit from the many opportunities they have to explore moral, spiritual and cultural issues." "They are keen to learn, enjoy excellent relationships with their teachers, are well mannered and polite and make a significant contribution to the positive atmosphere within the school" (Ofsted May 2013).

Ofsted visited in March 2017 to carry out a short, section 8 inspection and judged the school to still be good: "The staff and pupils are exceptionally loyal. In accordance with the school aims, they indeed have a 'strong sense of pride and belonging' for the school community" (Ofsted Section 8 inspection – March 2017).

Our published admission number was raised to 90 in 2015 and we are currently oversubscribed in years 7, 8 and 9. We enjoy an excellent reputation for our positive ethos and pastoral support systems. Teaching at St Thomas More School is very satisfying; our students are motivated, pleasant, courteous, well behaved, they like school and enjoy learning. Achievement is high, and almost all go on to Further Education. The school has a reputation for good order and class discipline aiming to develop the character of the pupil to respect his/her own person and belongings and those of other people.

The school is divided into three houses, the house captains being elected by the pupils. Inter-house activities and games are encouraged and credits are awarded for good work and behaviour. All pupils in the Lower School follow a broad based curriculum embracing Religious Education, English, Mathematics, a Modern Foreign Language, Science, Technology, History, Geography, Personal and Social Education and Physical Education. In addition Expressive Arts subjects are taught in rotation and all pupils spend time studying Music, Art, and Drama. Currently the pupils in Year 10 follow a compulsory core, which consists of Religious Education, English and English Literature, Mathematics, Science, PACE (Personal and Citizenship Education), Physical Education and three further subjects.

Accommodation is good with a major building project to increase the number of rooms completed in 2002, a State of the Art Sports Hall completed in November 2008, a new ICT suite and further office completed in 2010 and a new SEN Annex and new reception area completed Easter 2013. A new library is due to be completed by Easter this year.

Relationships between home and school are very positive. Governors and parents are very supportive, and have very high expectations of the school. We trust our students to behave well and the atmosphere in the school reflects our high expectations of them in this respect. The parent satisfaction surveys over the years indicate 100% would recommend our school.

Our faith underpins the ethos of the school and visitors often comment on the warm calm Christian atmosphere apparent in the school. We work constantly to maintain this ethos by supporting our pupils and our staff in ways that allow them to develop positive relationships. Discipline in the school is based on gospel values that recognise each person's individuality.

The Leadership team comprises of the Headteacher, Deputy Headteacher, Assistant Headteacher, SENDCo and the Business Manager. The Deputy Headteacher is responsible for the pastoral care of the students as well as being the safeguarding lead. The pastoral team comprises of the Deputy Headteacher, SENDCo, 2 Pastoral Managers and the Form Tutors. (The Head and SENDCo are also safeguarding leads within the school.)

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Terms and Conditions of Employment

Below is a summary of the relevant conditions of service attached to this post.

Absolute details will be sent along with contractual papers to the successful appointment:

- The position is full-time permanent
- The salary payable is Leadership Scale Point 14 (within band 13 to 17), by Bank Credit Transfer, on or before the 25th of each month.
- Teachers' terms and conditions of employment apply and will be confirmed by the Human Resources Department of St Ralph Sherwin Multi-Academy Trust
- Successful candidates will be practising Catholics
- Successful candidates will sign the CES teachers' contract of employment
- The appointment(s) will be subject to the school receiving satisfactory medical clearance
- The appointment(s) will also be subject to the school receiving a satisfactory Enhanced Disclosure (DBS) check.
- The appointment(s) will be subject to references
- The school operates a no smoking policy in all buildings and grounds

Enhanced Disclosure

St Thomas More Voluntary Catholic Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure. As this post is exempt from the Rehabilitation of Offenders Act, you must declare any convictions, including pending convictions, cautions, reprimands and warning which would otherwise be regarded as 'spent' under this Act. Further details will be sought prior to appointment.

An Enhanced Disclosure is carried out by the Disclosure and Barring Service (DBS) and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records. All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Disclosure and Barring Service Code of Practice of Disclosure Information. If your application is successful, you will receive further information on how to complete the Disbarring and Barring Service check.

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“This is a Good School with Outstanding Behaviour and Outstanding spiritual, moral, cultural and social education” (Ofsted May 2013)

“The staff and pupils are exceptionally loyal. In accordance with the school aims, they indeed have a ‘strong sense of pride and belonging’ for the school community” (Ofsted Section 8 inspection – March 2017)

St Thomas More Catholic Voluntary Academy, part of the St Ralph Sherwin Catholic Multi-Academy Trust, are seeking to appoint a Deputy Headteacher in this very successful popular 11-16 school following the retirement of the current post-holder.

St Thomas More is a small, popular Catholic High School in the beautiful town of Buxton in Derbyshire; within easy access from Cheshire, Manchester and Stockport as well as Derbyshire and other surrounding areas.

We are looking for an excellent classroom practitioner who:

Can lead by example

Who is committed to promoting the highest standards of teaching and learning in this Catholic school.

Is a practising Catholic, and can maintain the Catholic ethos of the school

We are particularly interested in practitioners with pastoral leadership experience.

As the sole Deputy, the successful applicant will be a key member of the School Leadership Team with particular responsibility for the pastoral care of all our pupils. Responsibilities may evolve over time, in response to the natural growth and development of the school. The specific duties of the successful candidate will vary according to their particular strengths and experiences but adaptability and flexibility will be essential.

Visits to the school are welcomed, please contact the school office: Telephone: 01298 23167 or by emailing: enquiries@st-thomasmore.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.

Indicative timetable (please note these dates are subject to change)

Closing date: 28th January 2019 at 12noon

Interviews: Interviews are likely to be held on 12th and 13th February 2019

Information for Applicants

How to apply

To apply for this post, please submit a completed application form with supporting information that describes what you would bring to the post. Please also address the key functions of the post as outlined in the job description, providing evidence of relevant experience.

Please give the names and contact details of at least two referees, one of whom should ideally be your current or most recent employer and one should be your local parish priest. **Referees will be contacted unless you specifically state otherwise.**

Any information provided will be treated as confidential. Please ensure that you have included work, mobile and home telephone contact numbers and an e-mail address, if applicable.

If you wish to apply, please download, complete and email your application form and associated forms to vacancies@srsccmat.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 **28th January 2019 at 12noon**. 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.

School Visit

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

Informal Enquiries

Should you have any queries or wish to have an informal discussion about this post then please contact Mr B Hickey (Headteacher) on 01298 23167.

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 1st 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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