

Applicant Pack

Chief Finance Officer of The Bishop Fraser Trust

**and with School Business Manager responsibility for
St James's CE High School**

Dear applicant,

Thank you for your interest in our current vacancy at The Bishop Fraser Trust.

We want to create an environment where everyone matters and everyone is involved in continuing to move The Bishop Fraser Trust and its constituent schools forward. If you can work collaboratively, are emotionally intelligent and resilient, then The Bishop Fraser Trust is a good place to be.

St James's CE High School was judged as outstanding (December 2011) by Ofsted and SIAMs Inspection (December 2016) and was also delighted to be designated a National Teaching School in September 2013. As a Trust, we are forward thinking with high aspirations for all. We are not complacent and constantly aim to improve all aspects of our work.

You will find further information about the Trust and our schools in this pack and also on Trust and school websites and through our TES sites. We hope that you will find the details informative and of interest to you. If there is anything else you would like to know please contact me.

If you have not been contacted within ten days of the closing date please assume your application has been unsuccessful. Whatever the outcome, we thank you for the interest shown.

Yours sincerely



Tania Lewyckyj
Chief Executive Officer

Welcome to The Bishop Fraser Trust from the Chief Executive, Tania Lewyckyj



The Bishop Fraser Trust is a new MAT set up on the 1st December with St James's CE High School (11-16) and Canon Slade School (11-18). Bolton St Catherine's Academy (an all through school from nursery to Sixth Form) joined the trust on the 1st May. We also have plans to open a free school in the future.

All our schools are situated in Bolton and all remain part of Bolton's collaborative network where 17 high schools work together through the Bolton Learning Alliance. We are an outward facing trust and constantly look to learn and collaborate with others. We are also part of St James's Teaching School Alliance, which offers excellent CPD and school to school support. Our links with Manchester Diocese continue to be strong.

We became a trust to secure the special nature of our individual schools as we do not think that one size fits all. We also wanted to secure our ethos and distinctiveness, enabling us to work together and to become the trust of choice for local families and staff. Staff are very important to us as we rise or fall by the professionalism and dedication of our staff.

Tania Lewyckyj is the CEO of The Bishop Fraser Trust and is also in her ninth year as the Headteacher of St James's CE High School. Tania started her career in teaching 33 years ago and has worked in a number of schools across the North of England, as well as a year teaching English in Japan.

Tania is an NLE and set up the St James's Teaching School in 2012, which has gone from strength to strength and offers excellent training and development opportunities from NQT to Headteacher level for the trust and beyond.

Tania said of her appointment:

"It is an absolute privilege to have the opportunity to make a difference in the lives of our young people. From 2 to 18 years old, we have the potential to enhance life chances in all of our schools and improve our town at the same time. Our focus is on more than exams; it is about the development and wellbeing of the whole child, allowing them to effectively thrive in this fast moving world in which we live. If this is the first time you have heard about us, we hope you are inspired and feel that you could thrive within our positive and aspiring trust".

Great people.....

We aim to recruit outstanding people who have the right attitude. If you have a love for teaching and are passionate about seeing children succeed, we would love to hear from you! For our part, we will provide excellent development opportunities, leadership training and the time to develop all of this so that you can be the best you can be.

Recruiting the right teachers and staff helps us to achieve the goals we set for our children. We are always keen to hear from educators who are passionate about working for the schools and communities we serve. We would rather make no appointment than appoint someone who does not share the same positive ethos that runs through our Academies. For this reason, we try to articulate clearly our vision, values and expectations when putting together information for applicants.

We aim to recruit staff who:

- are excited by their role and by the prospect of working with young people, even those who are less well motivated;
- love the processes of learning and teaching and are keen to continually develop their own skills;
- recognise that teaching can be a demanding job but react positively to those demands with resilience;
- wish to make a real difference in the lives of others;
- will subscribe to the ethos of the Trust and 'go the extra mile' in terms of time and commitment to get the very best from our young people;
- are quick to praise and slow to criticise; and are not afraid to admit to seeing themselves as potential leaders of the future.

CPD and training

Continual Professional Development is seen as a priority at all our schools. It is vital that staff have the time to further develop themselves and to stay abreast of changes within education, developing pedagogy and practice through innovative processes which are research based. On a Wednesday afternoon, the pupils leave school slightly earlier and staff have two hours of training and development. This provides an opportunity to work with our trust schools and has allowed us to do cross moderation and joint training. It also allows valuable time for departments, encouraging joint planning and subject development.

The Bishop Fraser Trust, via the St James's Teaching School Alliance, offers a clear professional development route, from NQT to headship, allowing staff to take opportunities within leadership at all levels, should they wish to. We are proud of the work carried out by our 35 Subject Leaders in Education (SLEs) and hope to grow more in the future.

THE TRUST & VISION

We are a new Multi Academy trust which currently runs with a family of three schools, potential four with the application for a free school.

- St James's CE High School (11-16) Judged outstanding by Ofsted
- Canon Slade School (11-18) Judged outstanding by Ofsted
- Bolton St Catherine's Academy (2-19) judged RI by Ofsted but primary and sixth form are seen as good.

Our schools are supported by St James's Teaching School Alliance and the Bolton Learning Alliance.

Bolton St Catherine's Academy is based in a new state of the art building, whilst the other two school are in good condition but more traditional in appearance. However, it is what we do in the building that matters!

Our vision is based on our strongly held Christian values;

To allow all children to experience 'life in all its fullness', no matter what their starting point.

John 10:10

We aim to offer

- A high quality, inclusive and distinctive education
- A caring and nurturing environment based on our Christian values, recognising the uniqueness of each child.

St James's C of E Church of England High School

St James's is a Voluntary Aided Church of England Secondary School, judged 'Outstanding' by Ofsted. The school is currently judged to be in the top 3% of schools nationally for teaching and learning.

The school motto of 'Caring for Others † Achieving Excellence' is central to everything we do. When young people join the school, they become part of the school family and through this develop their potential through academic success, personal and social development and self-discipline, based on the beliefs and values of Christian faith.

Academic standards are very high and well above the national average. The school curriculum offers a personalised approach, meeting the needs and abilities of each young person, whether they are gifted and talented or have special educational needs.

It is very important that students feel confident and secure at school and display the Christian values of respect for self and others. The whole school, including its Pastoral Care provision, was rated 'Outstanding' by Ofsted and the school takes pride in the close links it has with parents and carers. Work within the community, locally and internationally, allows students to see how they can take an active role in society and make a difference in the world.

Pupils and parents are expected to be fully supportive of the Christian principles which form the foundation of the education and care provided. The school intake reflects the commitment of parents to our Christian foundation and also recognises other faiths and service to others.

STAFF TESTIMONIALS ON WORKING AT ST JAMES'S

Staff views on working at St James's

We asked staff if they would be willing to share their views on working here with others who may be interested in joining our family, here are a few of their comments at September 2017:

Pastoral Colleague joined September 2017: *When an opportunity to work at a school with the reputation that St James's has, I had to give it some serious consideration, no matter how happy or settled I was in my previous job.*

Walking through the door the first time, I was made to feel very welcome by both pupils and staff alike. I knew instantly that I wanted to work at St James's.

Since starting at St James's in September, I feel settled, comfortable and very happy in my surroundings in a school that really does care for each other"

This person joined us as a member of support staff and has since trained with us to become a teacher: *For me, one of the most refreshing things about working at St James's is the support network available to staff and the emphasis on professional development. Within departments, and at a whole school level, there is support and advice swapped freely between colleagues. Moreover, if there is a particular area you are interested, in the school encourages and supports progression which ultimately leads to more job satisfaction.*

HOD, joined us around 7 years ago: *A lovely friendly school where you can actually teach and enjoy your job!*

At St James's it isn't just about the results it is about the child, our ethos and each other.

HOD, joined us around 3 years ago: *It is a privilege to work in a supportive, family environment that nurtures and facilitates continual personal and professional improvement*

A member of the administration team: *I would just like to say that being a 'southerner' I find St James a lovely place to work in. Everybody is friendly and willing to help and I have to say that out of the three schools that I have worked in this has come out top. It is difficult to put into words but after working in my previous school for 14 years thought I would find it difficult to adapt to change but at St James you are made to feel so welcome and everyone is so caring that you fit into the St James way so quickly that it seems as though you have always been here.*

Our School Chaplain: *If I was to sum this place up in one word, it would be family. St James's is a team of hugely talented and massively dedicated staff who care for each other and the pupils within our care.*

New Teacher September 2017: *I travel 17 miles each way to get to work and I look forward to every day. I knew from the moment I stepped into St James' that it is a very special place. There is a real family atmosphere and a buzz about the place and everything, from the daily routines to the special moments like Peace Café and Communion, embeds the school motto of Achieving Excellence and Caring for Others.*

A colleague joining us on supply from an agency: *I would like to say that from my first day of working here, I have been made to feel welcome.*

All staff and the pupils are very friendly and helpful. This is definitely the place to work

Assistant Head who joined us originally as a MPS Teacher: *St. James's really is a family. From the minute you walk in there is something special about this place! It has a welcoming factor you can't quite put into words. Your professional journey is supported and you are given all opportunities to develop and grow whichever role you are in. There is a real team spirit and a sense of purpose towards a common goal; nurturing young people to be the best they can be. It's so much more than a 'job'. There is a true sense of belonging and it is a genuine pleasure to work at St. James's every day.*

Teaching Assistant - several years at St James's: *Its great to work here. Colleagues are friendly and helpful. You feel much supported and the pupils are great.*

A HOD who joined us as a RQT several years ago: *I love working here as I feel I am are part of a culture of help, support and guidance. A place where people help you develop professionally and personally, where you don't feel like an outsider. The real family feel is evident.*

An experienced core subject teacher who likes our school canteen: *Friendly staff and pupils with a great family ethos, supportive Head teacher, and Chicken Goujons!*

Behaviour Intervention Lead, joined us as an NQT and now a senior member of the pastoral team: *There is something different - nothing tangible, a feel. Staff go out of there way for pupils and each other. It used to be referred to as the family of St. James', now more ethos. It is enjoyable to work here and staff become friends and not just colleagues, by doing things outside of work - walks etc.*

A long standing member of support staff: *St James's just has the "X" factor - it always has. I couldn't contemplate working anywhere else*

New Teacher September 2017

As a new member of staff I was understandably a little anxious about starting at St James's. The induction day was well organised and staff were friendly, approachable and happy to answer the many questions the new staff had. This has continued during my first few weeks. I've worked in other schools but I have never encountered such a supportive staff. Everyone at St. James's works so hard to help each other and SLT are always visible, popping into lessons and speaking to students on corridors. I have been made to feel welcome and valued.

New HOD -September 2017: *When St James's say they're a family, they really do mean it. So many colleagues sought me out to introduce themselves within my first few weeks here and by week 4, I feel a part of the furniture. You're welcomed with open arms and the enthusiasm and commitment of the staff is palpable*

Geography Teacher -here several years: *I was a pupil of St James'. I loved my time here and it has always held a special place in my heart. The feel of community and belonging to something special. St James' gave me a huge boost in my self -confidence as a pupil and, once I decided to teach, I always wanted to find the chance to give something back. I feel proud to have the opportunity to do so.*

Member of the support staff team: *Previously I have always moved on after about 2 years, however I am now in my 10th year at St James's time flies when you're having fun. St James's really is a lovely place to work, staff and pupils are friendly and it feels like a little family.*

How to apply

We hope that you have enjoyed reading about The Bishop Fraser Trust and St James's school and that you feel excited about applying for this post.

Please complete the **TES online application form**. Please do not send CVs or open references as part of your application as these will not be considered.

It is important that you provide a complete employment history from when you left full time education. If the application form is not fully completed or has unexplained gaps in your employment history, your application will not be considered. Copies of your qualifications will be required at the interview stage; please do not send these with your application.

Please also write **a letter of no more than two sides of A4** to explain why you want to work at our school, why you are the best candidate for this post and what you would contribute to our Trust and school, with examples from your recent work if possible.

Please let us have both the supporting letter and the application form by the **closing date of 8.30am on Monday 18th June** as we will not be able to consider applications received after that.

Applications will be acknowledged by email through the TES application system, usually within two working days.

In accordance with the General Data Protection Regulations, the details provided in the application form will be used for selection and interview procedures, and for employment records if your application is successful.

If you are disabled, please give details of how we can ensure that you are offered a fair selection and interview process or if you would prefer, please contact the HR Director Claire Wilkinson, Wilkinsonc@thebishopfrasertrust.co.uk to discuss any requirements.

Successful candidates will be asked to provide, prior to taking up the appointment, documentary evidence (including National Insurance number) showing their entitlement to work in the UK. We will also carry out an enhanced DBS and declaration of health check. References will also be required in line with Keeping Children Safe in Education 2016.

ABOUT OTHER SCHOOLS IN THE BISHOP FRASER TRUST

Canon Slade School

Canon Slade School has a long and distinguished history, originally founded in 1855 by the then Vicar of Bolton, Canon James Slade. Over those one and a half centuries, the school has served families throughout Bolton and much farther afield in providing an outstanding education set firmly within a strong Christian ethos.

Though the school has changed much since its inception, our motto ***“Ora et labora”*** (Pray and Work) is still the guiding principle. It is this commitment to work and the Christian life that ensures the success of the school and its ability to flourish in a constantly changing and challenging world.

A visit to the magnificent school chapel bears witness to the centrality of Christian faith. Every member of the school community is involved in an act of Christian worship each day and everyone is expected to do their best in every aspect of their work. High standards of behaviour are demanded and mutual respect is part of the embedded culture.

Christian values of compassion and love for one another allow each individual to grow in a safe, caring community which has high expectations for all.

The Ofsted inspection of December 2012 rated the school to be outstanding in each of the four categories judged under the Inspection Framework. The National Society Statutory Inspection of Anglican School Report was also judged to be outstanding.

Canon Slade School is a friendly, vibrant and exciting place in which every member of the school community is recognised and valued for the individual they are, made in the image of God, and where each is given every opportunity to fulfil their potential

Bolton St Catherine's Academy

Bolton St Catherine's Academy educates children and young people from 3 to 19 years of age. The values of Bolton St Catherine's Academy are underpinned by a growing Christian ethos. They are an inclusive Academy for those of Christian faith, for those of other faiths, and those of no faith. St Catherine is the patron saint of students and scholars and at Bolton St Catherine's Academy, learning is at the heart of everything.

Students will leave the Academy with

- ***Good academic outcomes***
- ***The Christian values of respect, tolerance and service***
- ***A positive and enduring outlook***

so that they live happy, healthy and purposeful lives – irrespective of their background or circumstances.

The entire Academy is geared to support every single child as they develop and progress, guaranteeing success for each individual. Bolton St Catherine's Academy is located in a £36million building with innovative spaces and state of the art facilities to support children's learning. These facilities are amongst the very best in the country and support in delivering a rich, varied and relevant curriculum.

Challenging targets and goals are set for every single student and staff work tirelessly to ensure these are achieved. Children learn and develop most effectively when they are happy and secure. At Bolton St Catherine's Academy staff strive to develop an environment in which learners thrive, working to develop trust and mutual respect between everybody within the Academy and beyond.

It is through these values that the Academy continues to build on the progress it has made. In 2016 Ofsted judged the Primary School and Sixth Form as "Good". The Primary school has also gained the best KS2 results of any school in the BL2 postcode area in 2017.