



**Thornleigh**  
Salesian College

# JOB **APPLICATION** PACK

**Second in English**



**Thornleigh Salesian College**  
**Sharples Park • Bolton • BL1 6PQ**  
**Tel: 01204 301 351**  
contact@thornleigh.bolton.sch.uk  
thornleigh.bolton.sch.uk



# WELCOME

## FROM THE HEADTEACHER

“  
A **good** school that  
is characterised by  
**ambition** and  
where the individual  
is **cherished**”  
Ofsted 2015

Thank you for your enquiry about the current vacancy at Thornleigh Salesian College.

We are a successful 11-18 Catholic school which is under the trusteeship of the Salesians of Don Bosco religious order.

As a highly regarded school, both within the local community and the Diocese of Salford, we have moved from a satisfactory Ofsted Judgement in 2008 to Good in 2011. Our most recent Ofsted judgement (December 2015) confirmed we are still a Good school and we believe that our most recent report describes our school beautifully, ‘A good school that is characterised by ambition and where the individual is cherished’

Results have risen steadily and ‘performance remains significantly above average’ (Ofsted 2015)

There is a palpable sense of ambition and energy throughout our school community and we relish the challenge of ensuring that we provide all our students with the provision, resources and opportunities to be the best that they can be. We pride ourselves on the fact that we know our students and Ofsted 2015 reported that what was ‘particularly striking is the emphasis placed on the progress of individual pupils’

As a school we are totally committed to meeting the needs of the most vulnerable in our community and

provision for students with additional needs is excellent, ‘an abiding strength of the school is its concern to nurture the individual’ (Ofsted 2015)

Thornleigh Salesian College is a rewarding place to work. Relationships between colleagues and students are excellent. I have had the great privilege of hand picking the teams that work with our children and I am humbled every day by their total dedication, hard work and passion in ensuring that all of our students get the very best education.

In return we are totally committed to the continued professional development of all staff and take our responsibility of developing leaders of the future very seriously, ‘You have been particularly effective in developing the leadership potential of talented teachers’ (Ofsted 2015)

I hope you find the additional information useful in helping you to make the decision to apply, however, if you would like to discuss the post further with me or visit our lovely school please don’t hesitate to contact me.

Yours Sincerely  
**Alison Burrowes**  
Headteacher

# JOB VACANCY

## Second in English

[Mainscale T1 – T9] + TLR 2b (£4,442)  
from 1<sup>st</sup> September 2018  
or earlier if possible



“  
an abiding **strength**  
of the school is its  
concern to **nurture**  
the **individual**,”

Ofsted 2015

### If you are

- A dynamic classroom practitioner with a clear sense of purpose and high expectations
- A flexible and creative teacher able to inspire and enthuse
- An English teacher committed to excellence
- Dedicated to your own professional development

### We can offer

- The opportunity of working in a well-resourced, innovative and supportive English Department
- Excellent Professional Development opportunities

### Closing date for applications:

**12 noon Monday 5<sup>th</sup> February 2018**

**Interviews will be held on**

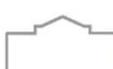
**Thursday 8<sup>th</sup> February**

**Application packs can be downloaded  
from the school website or via**

**[recruitment@thornleigh.bolton.sch.uk](mailto:recruitment@thornleigh.bolton.sch.uk)**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be required to complete an enhanced DBS check.



# JOB DESCRIPTION

Every member of staff at Thornleigh is expected to endeavour to maintain and develop the Catholic and Salesian character of the school, and to support and promote the aims and mission of the school in and through the exercise of all contractual duties and any voluntary activities.

**Post Title**           Teacher of English  
**Post Holder**  
**Salary Scale**       TLR 2b (£4,442)  
**Reporting to**

## Professional Responsibilities

- This job description recognises the requirements of the current Pay and Conditions Document (STPCD), Bolton Catholic Schools Pay Policy and DfE conditions of employment.
- Support and promote the school's ethos and values and work in accordance with the school's aims, procedures and practices.
- Contribute to and implement the annual School Improvement Plan and agreed policies.
- Teach as directed throughout the school subject to appropriate training.
- Assess, record and evaluate the development and progress of students.
- Participate in the pastoral management of the school as requested.
- Take part in performance management procedures outlined in an agreed school policy.
- Take responsibility for your own professional development.

## Specific Responsibilities

- Plan and deliver lessons using a range of strategies to meet students' individual learning needs.
- Have a thorough knowledge and understanding of their subject, its teaching and place in the National Curriculum and that of the school.
- Set and mark homework according to school and department policies.
- Mark, assess, record and report on students' achievements, setting appropriate targets for improvement.
- Meet deadlines for reporting, marking submission of assessment data, coursework, marks and forecast grades.
- Prepare students for examinations, taking part in standardising and moderating activities required by departments and examination boards.
- Contribute to the development of schemes of work, school and department policies as appropriate.
- Contribute to the process of department self-evaluation and improvement planning.
- Undertake whatever other duties might reasonably be requested by the Headteacher or Subject Leader of Department

## Specific Responsibilities – Form Tutors

- Take responsibility for day to day discipline routines and attendance in the form group.
- Review and discuss students' work and welfare, setting targets as necessary.
- Promote good behaviour and positive attitudes at all times.
- Support form, year and school activities as appropriate.

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.*

*This job description details duties and responsibilities but does not indicate the amount of time to be spent carrying them out. No part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use directed time in accordance with the school's policy as published in the Staff Handbook and having regard to the School Teachers' Pay and Conditions Document.*

# PERSON SPECIFICATION

CRITERIA	Essential	Desirable	Assessment	Shortlisti
<b>Qualifications &amp; Training</b> <ul style="list-style-type: none"> <li>- Qualified Teacher Status</li> <li>- Member of GTC</li> <li>- Good honours degree in related subject</li> <li>- Masters degree in related subject</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>2 and 5</li> <li>2 and 5</li> <li>2 and 5</li> <li>2 and 5</li> </ul>	
<b>Experience</b> <ul style="list-style-type: none"> <li>- Teaching experience at Key Stages 3 - 5</li> </ul>		<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>2, 4 and 5</li> </ul>	
<b>Skills &amp; Knowledge</b> <ul style="list-style-type: none"> <li>- Able to communicate effectively, orally and in writing.</li> <li>- Able to demonstrate effective planning and teaching skills</li> <li>- Able to present confidently to a large group of students</li> <li>- Able to work with others to achieve common goals</li> <li>- Able to use / analyse assessment data systems to raise standards</li> <li>- Able to provide clear direction and to inspire, motivate and enthuse others</li> <li>- Confident in own ability to be effective and to take on challenges</li> <li>- Good ICT skills and effective use of other technologies</li> <li>- Able to form good working relationships with staff and students</li> <li>- Effective behaviour management</li> <li>- Able to support students and staff in maintaining high standards</li> <li>- Up to date awareness of the National Curriculum and specifically within their individual specialism</li> <li>- Efficient and effective administrative, organisational and personal management skills</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>2 and 4</li> </ul>	
<b>Personal Attributes</b> <ul style="list-style-type: none"> <li>- Honesty, integrity and so builds trust</li> <li>- Resilience</li> <li>- Enthusiasm, commitment and perseverance</li> <li>- Capacity to work hard, under pressure, to meet deadlines</li> <li>- Adaptable and amenable with respect to working practices</li> <li>- Ability to work independently and be a team player</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>		<ul style="list-style-type: none"> <li>2 and 4</li> </ul>	
<b>Equal Opportunities</b> <ul style="list-style-type: none"> <li>- Understanding of equal opportunities issues and an ability to demonstrate strategies to challenge discrimination and prejudice.</li> <li>- A commitment to inclusive education.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>		<ul style="list-style-type: none"> <li>4 and 5</li> </ul>	
<b>Health and Safety</b> <ul style="list-style-type: none"> <li>- An understanding of Health and Safety issues</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>			

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