



**THE BISHOP  
FRASER TRUST**  
A CHURCH OF ENGLAND MULTI ACADEMY TRUST



**ST JAMES'S**  
CHURCH OF ENGLAND HIGH SCHOOL  
CARING FOR OTHERS + ACHIEVING EXCELLENCE

## **St James's CE High School**

### **HR Manager**

**Required to start as soon as possible subject to clearances**

**Salary Grade 7/8 SCP 29 to 37**  
**£25,951 to £32,486 pro rata**  
**Permanent Contract**

**Hours of Work 37 per week**

(During school term time plus 15 days in the holidays\* – flexible)

*\*Please see below for more information on additional days in the holidays*

**Are you passionate about helping every child succeed and improve their life chances?**

**Are you prepared to work collaboratively for the benefit of young people?**

**Will you offer children the opportunity to experience “life in all its fullness” by doing what it takes, no matter what their starting point or social challenges?**

**If so, St James's High School would love to hear from you!**

This is a fantastic opportunity to join our outstanding, outward looking, oversubscribed school. We are looking for a passionate and ambitious individual.

The successful candidate will be someone who:

- maintains professional values and ethics, able to operate with tact, diplomacy and the utmost discretion and in strictest confidentiality
- has highly developed communication and people skills, able to work independently and under pressure
- has exceptional levels of personal integrity, discretion, honesty, reliability and self-awareness
- has significant experience in a senior administrator or other similarly related senior role
- has knowledge and understanding of key human resources processes
- has a high level of competency in using Microsoft and database applications
- can quickly build rapport and effective professional relationships with both colleagues and our young people
- has a broad and deep set of skills, expertise and attitudes in order to contribute at the highest level

In return we can offer:

- the opportunity to work with our motivated, ambitious and caring staff

- a school culture that understands the importance of staff wellbeing and workload management.
- fantastic opportunities for continuous professional development
- a supportive and encouraging staff team.
- \*the flexibility to work term time plus 15 days when school is closed or to work throughout the year.

Visits to the school are warmly welcomed. Please contact The Headteacher's PA, Mandy Whitehead [whiteheadm@st-james.bolton.sch.uk](mailto:whiteheadm@st-james.bolton.sch.uk) or 01204 863138 to make an appointment.

The schools of The Bishop Fraser Trust 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.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The post is subject to child protection screening including an enhanced disclosure from the Disclosure and Barring Service and also past employment checks. References will be sought prior to interview. We are an equal opportunities employers.

To apply please complete the TES online application form or, in the event of difficulty, download an application form from our website [www.st-james.bolton.sch.uk](http://www.st-james.bolton.sch.uk) and email to [recruitment@st-james.bolton.sch.uk](mailto:recruitment@st-james.bolton.sch.uk)

St James's C of E High School, Lucas Road, Farnworth, Bolton BL4 9RU 01204 333000

Closing date: **Wednesday 14<sup>th</sup> February 12.00 with shortlisting on Thursday 15<sup>th</sup> February.**  
**Interviews will be held on Wednesday 28<sup>th</sup> February**

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



The Bishop Fraser Trust is a new MAT set up on the 1<sup>st</sup> 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) will join the trust on the 1<sup>st</sup> March. 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 are enthused by working in a school environment and being part of a professional team of staff proud to support teaching and learning and to see children succeed, we would love to hear from you! For our part, we will provide excellent development opportunities and the platform to 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 professionals 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;
- understand the processes of a school organisation and are keen to continually develop their own skills;
- recognise that working in a school can be a rewarding job and an opportunity to make a difference for young people
- can respond to change and be flexible in attitude and approach to tasks
- when challenges arise work with the team and react positively to respond to those demands with resilience;
- 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 work to their full potential and build on strengths of experience, expertise and skills

## **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. We see our support staff as professionals and aim to provide training that will impact on their work and future ambitions.

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



**ST JAMES'S**  
CHURCH OF ENGLAND HIGH SCHOOL  
CARING FOR OTHERS + ACHIEVING EXCELLENCE

Lucas Road Farnworth Bolton Lancashire BL4 9RU  
T: 01204 333000 F: 01204 333201  
E: [office@st-james.bolton.sch.uk](mailto:office@st-james.bolton.sch.uk) W: [www.st-james.bolton.sch.uk](http://www.st-james.bolton.sch.uk)  
Headteacher: Mrs T. Lewyckyj B.Ed M.Ed NPQH

Dear Applicant

Thank you for your interest in our current vacancy here at St James's.

We want to create an environment where *everyone* matters and *everyone* is involved in continuing to move the school forward. If you can work collaboratively, are emotionally intelligent and resilient, then St James's is a good place to be.

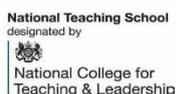
We were judged as outstanding (December 2011) by Ofsted and SIAMs Inspection (December 2016). We were also delighted to be designated a National Teaching School in September 2013. We are forward thinking with high aspirations for all. We are not complacent and constantly aim to improve all aspects of our work.

You will find further information about the school on both the school website and through our TES site. 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**  
Headteacher



# 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 are old fashioned 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.

## Job Description

<b>Job Title:</b>	<b>HR Manager</b>	<b>Department/Group:</b>	<b>St James's CE High School</b>
<b>Level/Salary Range:</b>	<b>Grade 7-8</b>	<b>Reporting to:</b>	<b>Business Manager of St James's and the Trust's HR Director</b>
<b>Weeks per year:</b>	<b>Term time plus 15 days (to be negotiated)</b>	<b>Hours per week:</b>	<b>37 hours</b>
<b>Safer Recruitment Statement</b>			
<b>The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>			
<b>Vision Statement</b>			
<p>"To allow all children to experience 'life in all its fullness', no matter what their starting point" by:</p> <ul style="list-style-type: none"> <li>• Offering a high quality, inclusive and distinctive education</li> <li>• A caring and nurturing environment based on our Christian values</li> <li>• Recognising the unique nature of each child.</li> </ul>			
<b>All staff employed by The Bishop Fraser Trust are required to:</b>			
<ul style="list-style-type: none"> <li>• uphold and promote the Trust's vision;</li> <li>• uphold and promote the Christian ethos of all schools in the Trust;</li> <li>• support and contribute to the achievement of all students academically and pastorally;</li> <li>• support and contribute to the Trust's responsibility for safeguarding all students;</li> <li>• undertake professional training to enhance personal development and job performance;</li> <li>• comply with all Trust and individual school policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection;</li> <li>• maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; treating everyone with dignity and respect;</li> <li>• share best practice, expertise and skills with others.</li> </ul>			
<b>Main Objectives of Role:</b>			
<ul style="list-style-type: none"> <li>• Under the leadership of the HR Director and St James's Business Manager, to manage the delivery of a proactive, effective and efficient day to day HR service to employees, volunteers, student teachers, work experience placements.</li> </ul>			
<b>Job Description</b>			
<p>Professional judgement and decision-making, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Representing the school, being the main point of contact and part of the 'public face' of the HR team for staff and potential employees and 3<sup>rd</sup> parties</li> <li>• Being equipped to exercise considerable initiative with wisdom and minimum guidance in performing all duties of the post, seeking necessary advice where appropriate</li> <li>• Continuously reviewing, improving or designing key HR operational processes, procedures and systems</li> <li>• Applying a strong sense of vision and commitment to customer service provision and quality assurance</li> <li>• Contributing to and sharing in the corporate life of the Academy</li> <li>• Dealing effectively and calmly with emergencies, should they arise</li> <li>• To design, produce and deliver strategic reports and information for governors, senior staff and colleagues relative to the HR function</li> </ul> <p>Administration and organisation</p> <ul style="list-style-type: none"> <li>• Manage all correspondence, emails, telephone calls, and visitors relating to HR issues</li> <li>• Implement and review HR systems to support on the timeliness and accuracy of completing HR processes</li> <li>• Work collaboratively with a range of internal external partners to ensure that HR is being delivered effectively</li> </ul>			

- Lead on the provision of payroll notification and documentation, working in collaboration with the Business Manager, to ensure that payroll actions are completed on time
- Ensure that all personnel files are updated and maintained (electronically) and that all contractual changes / new starters / leavers are administered properly and in a timely way
- Update and maintain the staff establishment spreadsheet and SIMS Personnel records
- Manage, monitor and review the Single Central Record (SCR) as necessary, ensuring that all safer recruitment and safeguarding requirements are being fully met including online DBS processes
- Ensure that staff absence, including leave of absence, is robustly and routinely recorded, reported to payroll, and line managers complete return to work interviews and documentation in line with the Absence Management Policy
- Oversee the recruitment process to ensure that the candidate has a positive experience from start to end and that all pre and post offer processes are completed and recorded in a timely manner
- Provide shortlisting and interviewing packs for managers
- Update training records
- Keep abreast of Human Resources best practice, legislative changes and new developments to continuously develop and improve knowledge and skills and broaden the understanding of inter-relationships between the range of human resources activities and functions
- Complete the schools workforce census annual return
- Ensure that the probation process is managed effectively
- Contribute to an effective induction process
- Work in collaboration with other members of the administration team, promoting continuous improvement in working practices
- Take minutes at formal and informal meetings (e.g. discipline, grievance, capability)

#### Communications

- Report to the HR Director/Business Manager on outstanding and completed HR actions
- Attend MAT HR meetings representing St James's
- Attend St James's Health and Safety group meetings when required
- Play a key role in communication of HR policies and procedures to the staff
- Ensure that contact with a wide range of people is friendly, supportive and professional, and that complex queries and potential conflict situations are well-handled
- Oversee and deal with staff queries, deciding on what action needs to be taken and seeking advice from the HR Director as required. Ensure that action is prompt and followed-up, keeping records and ensuring the HR Director is kept informed
- Foster effective and developing relationships with the wider community, other schools and external organisations
- Update the Staff handbook area of the staff intranet
- Proof-read documents to the highest standard of quality, correctness and meaning

#### Hospitality

- Interview candidates - plan schedules for candidates and liaise with those involved to ensure days run smoothly;
- Make hospitality arrangements for HR meetings, interview selection days
- Book rooms for HR meetings and interview selection days

#### General responsibilities

- Limited flexibility with working hours including assisting with after-school events and on occasions other commitments beyond the usual working day, recognising the variable nature of workloads and deadlines. It must also be noted that the St James's strongly recognises the fundamental importance of a private and family life, and of adequate rest and recreation.
- During fire evacuations be responsible for accounting for staff and follow procedures explained in the Fire Safety and Evacuation Procedures Policy
- Support the HR Director/Business Manager during the summer break, generally during the first and last week of the holidays to ensure all in place for leavers and new starters.
- Any other duties as reasonably required by the Headteacher and HR Director.

#### **All staff at The Bishop Fraser Trust will:**

- Seek to be positive and build up the common good through their own individual contribution to the life of their school;

- Offer ideas and suggestions for making things better;
- Engage actively in the appraisal and performance review process
- Seek to develop a better work/life balance;
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description;
- Work within The Trust and individual school's Health & Safety policies to ensure a safe working environment for all staff and pupils;
- Follow any reasonable request from the Headteacher or SLT to undertake work of a similar level that is not specified in this job description;
- Be courteous to colleagues and provide a welcoming environment to visits and telephone callers;
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher or SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title. It reflects allocated duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

<b>Last updated:</b>	<b>January 2018</b>
----------------------	---------------------



## Person Specification

	CRITERIA	Essential / Desirable
<b>Personal Qualities</b>	Strongly self-motivated and personally resilient	E
	Exceptional levels of personal integrity, discretion, honesty, reliability and self-awareness	E
	Strong intellect underpinned by a clear moral compass, instinct and intuition	
	Conscientious and diligent work ethic	E
	High standard of personal presentation with an excellent attendance and time-keeping record	E
	Exacting standards, with high levels of attention to detail and accuracy	E
<b>Professional Dispositions</b>	Commitment to the Academy's Christian ethos and educational purpose	E
	Pro-active in using initiative	E
	Creative, constructive, insightful and innovative approach to problem-solving	E
	Track record in excellent customer service	E
	Willingness to take a hands-on approach as necessary	E
	Ability to work under pressure, prioritising workloads to meet specified deadlines, in a situation with frequent interruptions	E
	Flexibility, on occasions and within reason, in approach to working hours	E
	Evidence of learning beyond the workplace	D
<b>Qualifications</b>	5 GCSEs or equivalent A*-C, including Maths and English at C or higher.	E
	A-levels or equivalent.	E
	CIPD qualified or studying towards qualification/professional qualifications Degree or similar level /post-graduate qualifications in business or leadership disciplines	D
<b>Experience</b>	Senior administrator or position of similar / greater level of responsibility for at least 2 years	E
	Able to work effectively as part of a team	E
	Working within an educational environment or for at least 2 years	D
	Taking summary meeting minutes	E
<b>Knowledge</b>	Interest in keeping up to date with latest HR practices and legislation in schools and, where relevant, elsewhere	E
	Sound knowledge and understanding of key HR processes	E
	Excellent levels of literacy	E
	Ability to analyse and interpret complex information and prepare and deliver briefings and or presentations	E
	Sound knowledge of FOI / Data Protection	D
	High level of competency in using Microsoft applications (esp. Outlook, Word, Excel, PowerPoint)	E
	Ability to swiftly adapt to and utilise new systems and software	E
<b>General Skills</b>	Strong initiative, analytical, problem-solving and strategic thinking skills; able to think laterally and to accurately anticipate intended (and potential unintended) consequences of differing courses of actions	E

	<b>CRITERIA</b>	<b>Essential / Desirable</b>
	Ability to plan, organise and prioritise effectively	E
	Ability to create, edit and use databases	E
	Ability to use Management Information Systems, especially if educational (e.g. SIMs), and to produce reports from them.	E
<b>Communication skills</b>	Firm but tactful and diplomatic; friendly, professional, and able to communicate effectively, confidently and accurately both orally and in writing to a full range of audiences on HR matters.	E
	Able to draft correspondence to a high standard.	E
	Ability and desire to communicate and relate well to young people, accepting all members of our community have a role to play in the wider education of our students	E
	Ability to assess and diffuse confrontational situations	E
	Complete discretion and confidentiality	E
Work related circumstances – professional values and practices of The Bishop Fraser Trust	High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	<b>E</b>
	Ability to build and maintain successful relationships with students and staff, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	<b>E</b>
	Commitment to The Trust’s Christian ethos and educational purpose, demonstrating and promoting the positive values, attitudes and behaviour they expect from the students with whom they work	<b>E</b>
	Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice	<b>E</b>
	Able to liaise sensitively and effectively with parents and carers recognising their role in student learning	<b>D</b>
	Able to improve their own practice through observations, evaluations and discussion with colleagues	<b>E</b>
	Be flexible with an ability to be able to embrace and generate change	<b>E</b>

## **Additional information for Candidates – HR Manager (January 2018)**

The Business Support function at St James's relies on a professional team to deliver a range of services which includes HR, Site Management, Office Management, ICT, Finance and Catering.

Each area has an expert Team Leader/Manager and the group of services is led by the School's Business Manager (SBM),

The school entered an exciting period of change on the 1<sup>st</sup> December 2017, as we joined with Canon Slade to form the new Bishop Fraser Trust. We are waiting for confirmation but expect our third partner Bolton St Catherine's to formally join us on the 1<sup>st</sup> March 2018.

As part of the move to the new MAT status, our current Business Manager acts as Chief Financial Officer of the Trust on a part time basis and the HR Director of the Trust is based at BSCA and had a day each week allocated to supporting schools across the Trust. A partnership has been developed over time and we are already experiencing benefits of sharing experiences and expertise across the group.

In addition to joining the MAT, St James's are expecting further change in the near future, due to a plan to open a new Free School. We have a bid pending to open the 900 place Free School in Bolton which will be submitted as soon as the DfE's Wave 13 applications re open. If the bid is successful, the new Free School will become our fourth secondary school within the MAT. The introduction of a sister school will bring additional development opportunities for staff across the MAT. Despite the fact that this is at pre bid stage, candidates may be interested in this future opportunity.

The support team leaders report directly to the SLT lead on business functions – the Business Manager - but the HR Manager will be expected to work very closely with the Headteacher and to report directly to the Head when required on HR issues affecting St James's. The HR Director is the lead HR professional across the Trust and the HR Manager will be directed on MAT policy and shared MAT responsibilities by the HR Director.

The HR Manager is primarily required to be the school's immediate point of contact for all HR related matters in school. The role is important to school and in addition to maintaining the demands to meet deadlines and manage an efficient support function we recognise staff are our most valued resource and expect the HR Manager to respect the school's ethos of "caring and learning". Professional skills and relevant expertise are essential but we also need a high calibre of soft skills including emotional intelligence and the ability to manage a difficult conversation in a firm but fair manner.

The previous post holder has built an excellent rapport with colleagues and external stakeholders. It is important that the HR Manager is able to maintain and develop the positive relationships built with all staff and stakeholders and be aware that the post is key to representing the school and its ethos. Working in a school can present challenges that arise without notice and the successful candidate will also be expected to have a flexible approach to tasks and the ability to have a measured response to difficult situations.

We are looking at opportunities to support HR administration to ensure the HR Manager can respond effectively to strategic demands. The planned level of support provided is not yet confirmed and will be considered in more detail once the HR appointment is made.

Efficiency and value is a major pressure in schools nationally. The introduction of a new National Funding Formula, inflation on staff pay and general price changes impact on school's ability to effectively plan future budgets but we continue to meet the challenge at St James's. Challenge is treated in a positive manner and we aim to achieve best value from the funding that we receive, to support the delivery of teaching and learning in the classroom. The HR Manager plays a key role in supporting this aim by managing costs of advertising, managing absence positively, managing OHU provision and being actively engaged in management discussions regarding curriculum changes and planned staffing structures to meet future demands at St James's.

School experience is not essential – but knowledge of school based staff pay and conditions is a requirement. The post offers an opportunity to extend expertise for existing HR professionals who are qualified or looking to complete their CIPD training. We currently partner with Browne Jacobson who provide legal advice and training for St James's on all HR matters. The post will suit someone who wishes to work with some independence but you will have access to fellow professionals via the MAT.

The post is a lead role in the Support Team and offers the opportunity to work with a variety of skilled experts in the school support function and to work with a committed team of professional staff. We are proud of the standards and quality of services delivered by our team of support staff at St James's. There have been significant changes within the area of Business Support services over the last few years and together with the support of colleagues within the MAT we expect to share best practice and improve even further. The work ethic of staff at St James's, along with a loyalty to school, is reflected in their flexible approach to tasks and response to changed circumstances and demands. It is important to us that these standards are maintained to support the delivery of teaching and learning.

Further information about working at St James's can be found on the vacancies section of our website on a document called *General Information for Candidates*. However, we have added below a series of staff comments from this information which will hopefully give you a flavour of what staff think about working here as part of the St James's family.

# 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, 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:** *It's 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 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 10<sup>th</sup> 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 our school and that you will feel able to apply 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 **14<sup>th</sup> February 2018** 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 Data Protection Act, 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 HR Manager at the school 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.

### **St John's Church of England High School.**

The Multi Academy Trust, via St James's C of E High School, are proposing to open an outstanding 11-16 Church of England Free School in September 2020, taking six forms of entry. It is proposed that the school will be called St John's Church of England High School. This project is entirely dependent on Government policy of free schools and could change at any time.

The new school will be situated around the central to West part of the town centre where there is an urgent need for secondary school places.

#### **Why do we want to do this?**

The creation of the proposed school is to address the following issues.

1. To address the basic need for secondary places in Bolton as identified by the increasing number of students in Bolton primary schools.
2. As Bolton is ranked sixth out of seven authorities for educational outcomes\* within Greater Manchester. The new school will strive to give all students, whatever their background, an outstanding education and the best outcomes possible.
3. There is a need to expand parental choice in educational provision in Bolton. A large proportion of parents are currently not able to gain a place for their child at a faith school, even if they are practising Christians or from families of other faiths. The new school will allow parents to gain a place for their child at a high quality Church of England high school.

#### **What is the vision for the new school?**

The vision is for another outstanding 11-16 school with a faith designation that is inclusive and distinctive.

It will be a high performing school that meets local needs and provides a holistic education that develops the whole child. It will:

- Maintain and promote a Christian Ethos in which everyone is equally valued as a member of the school family.
- Provide a safe and happy environment in which all pupils have the opportunity to develop personally, physically, socially, academically and spiritually.

- Maintain and promote a caring community in which each person is encouraged to demonstrate concern and respect for everyone and to develop self-respect and discipline.

### ***Who can come to the new school?***

The school will serve both the locality and the town centre, which currently lacks a Church of England Secondary School. The free school will open with an admission policy of 50% CE faith criteria, 25% other faiths and 25% of no faith.

### ***What will students learn?***

The school will provide a relevant curriculum with a wide range of learning experiences to meet the differing needs of individual pupils, whilst offering equality of opportunity and high standards of teaching. The curriculum will follow an academic model as Academy does now.

The new school will have high expectations for all students and be aspirational at all levels.

The proposed free school complements the strategic direction of the Manchester Diocese's Education Plan and that of the National Society.

### ***Conclusion***

John 10:10 states that our youth should experience ***'life in all its fullness'***, no matter what their starting point.

This is what the new school aims to create within a caring, nurturing and inspiring school setting.