



# St. Mary's Catholic High School and Sixth Form College

## Temporary Teacher of Science

This prospective applicant pack provides you with all the relevant information you need to apply for the vacancy being advertised. The pack also provides a lens into our flourishing school community through the content that we have created for you.



Closing Date: 9.00am, Thursday 3<sup>rd</sup>  
July 2025 (We reserve the right to interview and  
appoint before the closing date, should suitable  
candidates apply.)

Interview Date: To Be Confirmed

"I can do all things through Christ who strengthens me".

✝ faith. ✨ hope. ❤ love.

# HEADTEACHER'S WELCOME



## Dear Applicant

Thank you for your interest in our school. We have pleasure in enclosing this information pack, which we hope you will find useful in deciding whether to apply for a role in our school. We are very much aware that a decision to apply for a new job is a two-way process; if appointed you would be committing at least the next few years of your professional life to the school and you will want to ensure that you are happy coming to work each day, be professionally challenged and prepared for the next stage of your career. The aim of the pack is to provide you with a flavour of our school community and we of course welcome visits and conversations before the closing date.

We are very much first and foremost a Catholic high school. That means our values and vision are rooted in the teachings, example and life of Jesus Christ. This does not mean we expect every member of staff to be a practising Catholic, but we do expect every member of staff to share our values and be active in promoting the Catholic life of the school through their daily interactions. Our Mission Statement is focused upon helping every person have a sense of self belief so that they feel safe and happy, proud to be associated with St. Mary's so that we are able to share God's love and thrive in our lives. We work hard to ensure our staff feel part of the St. Mary's family and supported in their work. To this end, we have been accepted by joint union support onto the Valued Worker Scheme and are signatories to the DfE Staff Well-Being Charter.

Our school virtues are:  **faith.**  **hope.**  **love.**

We expect every adult in school to embrace these virtues and act as role models for them. In October 2024, the School was judged to have taken effective action to maintain the standards identified by Ofsted in 2019; where we were judged to be "Good". Inspectors identified our strong sense of community with high expectations of our young people, high quality education and pastoral care.

Our school was originally a separate boys and girls' school that merged and has a long history in the local area. We have 1600 pupils and employ 168 staff. The site is large, extending over 33 acres, and has a campus style with blocks housing specific departments with generous playing fields, an astro-turf, sports hall, gym and fitness suite. The school is situated in Astley, a community village serving Manchester and Liverpool and our pupils come from the local area as well as Leigh, Tyldesley, Atherton, Boothstown, Hindley and Lowton. We have eight Catholic partner primary schools but draw pupils from 30 different schools in the locality. We are oversubscribed for applications in Year 7 and have around 200 applications for Sixth Form annually. The catchment area of the school is very diverse in terms of a socio-economic basis and it is truly comprehensive in this sense but less so in other areas, as most pupils are of white British and Irish heritage.

As I indicated earlier, we are more than happy to welcome prospective candidates to visit the school before the application deadline. If you would like to take advantage of this, please contact Tricia Foster, Human Resources Manager who will arrange a mutually convenient time.

Yours faithfully,

**Denise Brahms**  
**Headteacher**

# CHAIR OF GOVERNORS



## Dear Applicant

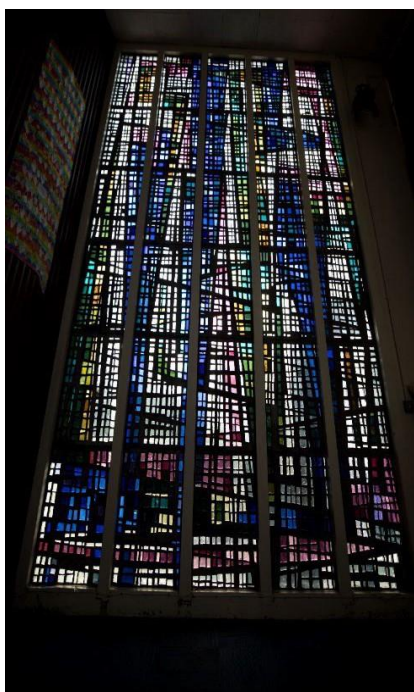
Thank you for your interest in our school. We are very proud of our school community as it goes from strength to strength. We believe strongly that the quality of our provision is entirely dependent on the professionalism, energy, commitment and skill of every single member of staff and each individual has a vital role to play. We understand that working in a school is a really demanding vocation and as a governing body we want to ensure that systems are in place to support and professionally challenge everyone. Our Catholic faith underpins this. This does not mean that you have to be a practising catholic to work in our school, (*with the exception of Headteacher, Deputy Headteacher and Head of Religious Education*). We welcome applications from people of all faiths and fully recognise that diversity brings about strength. We do ask that candidates support the values of the school and understand that every adult in the community has a key role to play in developing this.

I hope the information pack is of use to you. Please take the opportunity to visit us and ask any questions you have. You will find a warm, welcoming community that is truly supportive of everyone and we very much hope to receive an application from you.

Yours faithfully,

A handwritten signature in blue ink, appearing to be 'AG', with a long horizontal line extending to the right.

**Dr Neil Gredecki**  
**Chair of Governors**



# OUR OFFER TO STAFF



Staff wellbeing is important at St. Mary's. Working in a school is a tough job. It can be immensely rewarding but also physically and emotionally draining. Therefore, it is vital that as a Catholic community we look after one another at all levels and in all posts so that we form a cohesive and effective workplace. Should you be successful in your application the school offers access to a wide range of facilities to support staff health and well-being including the following:

## HEALTH AND WELLBEING

- An induction process that collates all information needed to become part of the community along with support from a designated wellbeing buddy for the first half term to help with any concerns.
- Mental health resources, such as the wellbeing employee service, reflection sessions with mental health professionals and 1-1 in house counselling.
- A Mental Health Lead that is responsible for wellbeing for both staff and students and an opportunity to join the staff wellbeing team that have been involved in both physical and virtual wellbeing weeks.
- Personal mentors for RQTs/ECT's/Trainees.
- SLT open door policy.
- Offer of a reflection session with mental health professionals.
- Regular staff surveys to allow for discussion around key priorities during the school year.
- Wellbeing work with students in Curriculum for Life to enable better behaviour, more focus etc.
- PPA/Frees are allowed to be taken off site providing the guidelines are followed.
- Duties happen once a week on a day you have a free and consist of one break and one bus duty.
- Appraisal process that does not include numerical targets.
- Restructure of after school meetings so that these allow for departmental, whole school and personal development time (teaching staff).
- Discussion and changes of the assessment calendar to help with work-life balance.
- Updated marking policy created at a department level.
- Access to free refreshments (tea & coffee) for all staff.
- Access to an onsite fitness suite with dedicated time for staff use.

This is by no means an exhaustive list and wellbeing is very much a fluid offer that adapts and changes to the needs of staff and students at St. Mary's constantly. We look forward to welcoming you into our Catholic community and hope you have some creative ideas to share that will enhance our offer further.







# ST. MARY'S SIXTH FORM CENTRE

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*There is a real sense of community at this school. Pupils feel comfortable and happy in school. Pupils benefit from high-quality pastoral care.*

*The school has ensured that the curriculum is broad and ambitious. Pupils build a secure body of knowledge. Teachers are knowledgeable about their subjects.*

*Governors carry out their role effectively. They support the school well in driving forward improvement. Staff are proud to work at the school.*

**OFSTED REPORT 2024**

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## OFSTED PARENT VIEW SEPTEMBER 2024

93%

Of parents say that their child is happy at our school

95%

Of parents say that their child feels safe at our school

92%

Of parents say that pupils behave well at our school

93%

Of parents say that we have high expectations for their child

95%

Of parents feel that their child does well at our school

94%

Of parents feel that we offer a good range of subjects

93%

Of parents would recommend the school to another parent

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# Temporary Teacher of Science



Start Date: 1<sup>st</sup> September 2025

The Governors of this good Catholic High School and Sixth Form College seek applications from highly motivated and inspirational individuals who are committed to ensuring every child and adult within our community have the self-belief to flourish in whatever they choose to do. This is a temporary post to cover a period of maternity leave, that will end once the intentions of the post-holder are known, but is expected to last a minimum of two terms

We are looking to appoint a well-qualified and excellent Teacher of Science, with the ability and motivation to ensure all students progress and achieve their potential. Additionally, we are seeking a confident, caring, and creative individual with the ability to inspire and motivate students to learn and succeed.

We have a large successful Science Faculty offering a wide range of courses, which are also extremely popular at Key Stage 5, to meet the diverse needs of an inclusive school and standards are high. Students in all key stages have the opportunity to attend our extra-curricular STEM club.

Our Science department isn't just a team – it's a close-knit group of people who care deeply about our students *and* each other. We support the development of each other and celebrate success together. A member of our department was recently awarded the Institute of Physics Teacher of the Year award and we are extremely proud of this.

We are looking for a warm, dedicated, and enthusiastic **Science Teacher** to join us and help our young scientists discover the joy of exploring the world around them.

## What Our Team Say:

*"It's a place where you can ask for help without hesitation. We laugh a lot, we support each other, and we share our wins – big or small."*

– Current Science Team Member

If you require any additional information or would like to visit school, please contact Tricia Foster, Human Resources Manager by e-mail [t.foster@st-maryshigh.wigan.sch.uk](mailto:t.foster@st-maryshigh.wigan.sch.uk)

Closing Date: 9.00am, Thursday 3<sup>rd</sup> July 2025

(Applications will be reviewed as they are received. School therefore reserves the right to interview and appoint before the closing date, should suitable candidates apply.)

Date of Interview: To be confirmed

Full details of this post including the CES Teacher application form and associated documents are available to download from the school's web site <https://www.stmaryschs.org.uk>

St Mary's is an equal opportunities employer, committed to safeguarding and promoting the welfare of children. We follow safer recruitment practices and appointments are subject to an enhanced DBS check

# APPLICATION PROCESS



Full details of this post including the CES Teacher Application form and associated documents are available to download from the vacancy section of the school's website <https://www.stmaryschs.org.uk>

To apply for the post your completed application must be submitted to include the following documents:

- CES Teacher Application Form to include a supporting statement (current version of the application form December 2020)
- CES Consent to Obtain References
- CES Monitoring Form

Completed applications should be clearly marked with the post title and returned electronically for the attention of Mrs D Brahms, Headteacher to [recruitment@smchs.org.uk](mailto:recruitment@smchs.org.uk).

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# JOB DESCRIPTION

## POST TITLE: Temporary Teacher of Science

**JOB PURPOSE:** Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and support curriculum areas as appropriate.

Monitor and support the overall progress and development of students as a teacher/ Form Tutor

Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.

Contribute to raising standards of student attainment.

Share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

- |            |                         |   |
|------------|-------------------------|---|
| <b>1.1</b> | <b>Line Management:</b> | Reporting to - Head of Department<br>Responsible for - No line manager responsibility                                 |
| <b>1.2</b> | <b>Liaising With:</b>   | Headteacher, senior leadership team, teachers and support staff, LEA, representatives, external agencies and parents. |
| <b>1.3</b> | <b>Salary Scale:</b>    | Classroom Teachers' Pay Scale   |
| <b>1.4</b> | <b>Working Time:</b>    | Full time as specified within the STPCD   |
| <b>1.5</b> | <b>DBS Disclosure</b>   | Enhanced  |

## 2. TEACHING

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|------------|---|
| <b>2.1</b> | Teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere. |
| <b>2.2</b> | Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.                   |

- 2.3 Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- 2.4 Ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students
- 2.5 Undertake a designated programme of teaching, which can include teaching outside or your specialism as/when required.
- 2.6 Ensure a high quality learning experience for students which meets internal and external quality standards.
- 2.7 Prepare and update subject materials.
- 2.8 Use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- 2.9 Maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- 2.10 Undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- 2.11 Mark, grade and give written/verbal and diagnostic feedback as required.

### **3. STRATEGIC/ OPERATIONAL PLANNING**

- 3.1 Assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and department.
- 3.2 Contribute to the curriculum area and department's development plan and its implementation.
- 3.3 Plan and prepare courses and lessons.
- 3.4 Contribute to the whole school's planning activities.

### **4. CURRICULUM PROVISION**

- 4.1 Assist the Head of Department and the Deputy Head: Quality of Education, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.

### **5. CURRICULUM DEVELOPMENT**

- 5.1 Assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's mission and strategic objectives.

## **6. STAFFING**

- 6.1 Take part in the school's staff development programme by participating in arrangements for further training and professional development.
- 6.2 Continue own professional development in the relevant areas including subject knowledge and teaching methods.
- 6.3 Engage actively in the performance management review process.
- 6.4 Ensure the effective/efficient deployment of classroom support
- 6.5 Work as a member of a designated team and to contribute positively to effective working relations within the school.

## **7. QUALITY ASSURANCE**

- 7.1 Help to implement school quality procedures and to adhere to those.
- 7.2 Contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- 7.3 Review from time to time methods of teaching and programmes of work.
- 7.4 Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

## **8. MANAGEMENT INFORMATION**

- 8.1 Maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- 8.2 Complete the relevant documentation to assist in the tracking of students.
- 8.3 Track student progress and use information to inform teaching and learning.

## **9. COMMUNICATIONS AND LIAISON**

- 9.1 Communicate effectively with the parents of students as appropriate.
- 9.2 Where appropriate, communicate and co-operate with persons or bodies outside the school.
- 9.3 Follow agreed policies for communications in the school.
- 9.4 Take part in liaison activities such as parents' evenings, review days and liaison events with partner schools.
- 9.5 Contribute to the development of effective subject links with external agencies.



## **10. MANAGEMENT OF RESOURCES**

- 10.1 Contribute to the process of the ordering and allocation of equipment and materials.
- 10.2 Assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.
- 10.3 Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.

## **11. PASTORAL SYSTEM**

- 11.1 Be a Form Tutor to an assigned group of students.
- 11.2 Promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
- 11.3 Liaise with a Pastoral Leader to ensure the implementation of the school's pastoral system.
- 11.4 Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- 11.5 Evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- 11.6 Contribute to the preparation of action plans and progress files and other reports.
- 11.7 Alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- 11.8 Communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- 11.9 Contribute to PSHE and citizenship and enterprise according to school policy
- 11.10 Apply the behaviour management systems so that effective learning can take place.

## **12. SCHOOL ETHOS**

- 12.1 Play a full part in the life of the school community, supporting its distinctive mission and Catholic ethos and encouraging staff and students to follow this example.
- 12.2 Support the school in meeting its requirements for collective worship and liturgy.
- 12.3 Promote actively the school's corporate policies.
- 12.4 Comply with the school's health and safety policy and undertake risk assessments as appropriate.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or

continued employment for any employee who develops a disabling condition.

# PERSON SPECIFICATION



	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Qualified teacher Status (A)</li> <li>• A good Honours Graduate in a Science Discipline (A)</li> </ul>	<ul style="list-style-type: none"> <li>• For experienced teachers a record of continuing professional development. (A)</li> </ul>
Understanding, knowledge and experience	<ul style="list-style-type: none"> <li>• Evidence of successful experience/teaching practice as a classroom teacher of Science(A)</li> <li>• To have an excellent understanding of Science both its teaching and assessment.</li> <li>• To have an excellent understanding of strategies that can inform teaching. (A, I)</li> <li>• To have an excellent understanding of how students develop and progress in their knowledge, understanding and skills within Science</li> <li>• To have knowledge of and confidence in the use of pupil performance data to raise attainment. (A, I)</li> <li>• To have a good knowledge of current educational issues and initiatives. (A, I)</li> <li>• To be able to set clear objectives and targets for pupils, developing teaching sequences that show an ability to meet pupils' academic needs. (A, I)</li> <li>• To be able to use positive behaviour management systems to ensure pupils' behaviour is conducive to learning (A, I)</li> <li>• An awareness of good practice in identifying individual needs and providing appropriate curriculum provision (A, I)</li> <li>• To be committed to making contributions to extra-curricular activities. (A, I)</li> </ul>	



Personal Qualities	<ul style="list-style-type: none"> <li>• To be willing to support and contribute to the school's Catholic Ethos. (I)</li> <li>• To be able to work with other adults both inside and outside of the classroom (A)</li> <li>• To be able to demonstrate an understanding, awareness and empathy for the needs of the pupils at this school and how these could be met. (A, I)</li> <li>• To have excellent communication and interpersonal skills (I)</li> <li>• The ability to work collaboratively with other adults (I)</li> <li>• To be able to gain the confidence of colleagues and students (I)</li> <li>• To be self-reflective, with the ability and desire to improve own performance. (I)</li> <li>• To be able to work effectively in a team and across department teams. (I/A)</li> <li>• To be an enthusiastic Science Teacher (I, A)</li> <li>• To have an excellent record of personal attendance and punctuality (R)</li> <li>• To have high personal standards - dress, conduct and presentation (I)</li> </ul>	<ul style="list-style-type: none"> <li>• Self-aware and self-reflective (A, I)</li> <li>• Dedication to improving standards (A, I)</li> </ul>
Commitment to	<ul style="list-style-type: none"> <li>• Show commitment to sustained good attendance at work. (A, I, R)</li> <li>• Raising standards of student achievement. (A, I)</li> <li>• Commitment to inclusive extra-curricular activities. (A, I)</li> <li>• Continued Professional Development. (A, I)</li> <li>• Community liaison including parental involvement. (A, I)</li> <li>• Commitment to diversity and equality of opportunity in all working practices. (A, I)</li> <li>• The role of a Form Tutor within a specified year group (A, I)</li> </ul>	<ul style="list-style-type: none"> <li>• Further career development. (A.I)</li> </ul>
Additional Requirements	<ul style="list-style-type: none"> <li>• Legally entitled to work in the UK</li> </ul>	
Written Application	<ul style="list-style-type: none"> <li>• A well-constructed and concise application showing evidence of knowledge, planning and enthusiasm for the role.</li> </ul>	

The School Governing Body are committed to safeguarding and promoting the welfare of children. This post is subject to the Enhanced Disclosure procedures.

Key: A = Application I = Interview

R = References