Corpus Christi Catholic College

WORK LEARN PRAY GROW



RECRUITMENT PACK

The St Gregory the Great Catholic Academy Trust

Corpus Christi Catholic College

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Dear Colleague

Thank you for your interest in joining the team here at Corpus Christi Catholic College.

We are looking for colleagues who have a sense of drive, ambition and share the college's ambition to raise standards and aspirations by having a positive impact on our students, their families and the wider college community.

In our most recent Ofsted inspection (March 2019) we were judged to be a good school, inspectors stated that…

> *"The quality of pupils' personal development, behaviour and welfare is a significant strength. Pupils are effectively supported by an array of staff who consider and support all aspects of pupils' safety, welfare and personal development"*

We place a strong emphasis on relationships between staff, students and parents; the Catholic ethos of the school supports and encourages students and staff to explore their faith and promote their spiritual development.

We are proud to serve our local community, and support our partner primary school and parishes. We work in close collaboration with other schools, colleges and the wider community for our mutual good. As a Catholic College, we provide daily opportunities for reflection, prayer and worship. We strive to put our mission statement in to practice every day – Together we **Work**, **Learn**, **Pray**, **Grow**.

We are committed to further developing and offer a comprehensive and personalised CPD programme consisting of internal and external courses for all our staff.

If you share our enthusiasm for learning and would like to visit us, then please get in touch. Visits to see the college are encouraged, but are no way a pre-requisite for selection for interview, I also invite you to visit our website – www.corpusleeds.org – to find out more information about how we work.

I hope the enclosed information is helpful and will inspire you to apply to join our team; I look forward to reading your application and meeting you.

James O'Doherty
Principal

Corpus Christi Catholic College

DIOCESE OF LEEDS

Corpus Christi continues to retain the traditional values from which we have gained a strong reputation in the East of Leeds and wider diocese; we are a Leeds Diocesan School with a strong Christian ethos, a broad and balanced curriculum, high expectations with regards to uniform and behaviour; and outstanding pastoral care. We are aspirational for all and strive to meet the needs of every child irrespective of their ability, to ensure they fulfil their potential both in and outside of the classroom. Our students are fine ambassadors for Corpus Christi and we are proud of their achievements believing this success is based on the strong partnership between school and home.

In our most recent section 48 inspection, inspectors reported…

> *"There is much to celebrate at Corpus Christi. Pupils, staff, Governors, Parents, external agencies all work together in a joyful, prayerful community. The Catholic life of the school is in strong hands being clearly and demonstrably a priority above all else. Good relationships are in evidence and strong leadership is now beginning to drive improvements across the whole school. The school has the capacity to become an outstanding school."*

As part of the Diocese of Leeds we are clear in our purpose: 'to assist the Church in its mission of making Christ known to all people; to assist parents, who are the primary educators of their children, in the education and religious formation of their children; to be at the service of the local Church-the diocese, the parish and the Christian home; and, to be a service to society' *(Christ at the Centre, 2nd Edition, 2012, published by CTS)*

We agree with our Bishop's vision for a Diocesan Catholic Family of schools where he states that "it is important, first and foremost, that Catholic schools strengthen their solidarity and collaborate effectively with each other in order to achieve their purpose and their mission".

In this diocese we have opportunities for collaboration and partnership that allow us to offer our children and students an even richer experience of Catholic education and to strengthen and promote their participation in Catholic higher education, principally through our diocesan educational partners, Notre Dame Sixth Form College and Leeds Trinity University.

We also support, and encourage, staff to work collaboratively with colleagues across educational partners in the Diocese to share best practice and aid continuous professional development.

Corpus Christi Catholic College

EMPLOYEE BENEFITS

As an employee of the St Gregory the Great Catholic Academy Trust you will be able to take advantage of a number of benefits. These include:

The St Gregory the Great Catholic Academy Trust

- Generous sick pay and annual leave entitlement*, in accordance with relevant national terms and conditions of employment.
- Generous special leave provision; dependent care leave to assist employees who have to take time off work to look after their child or other dependants when usual arrangements have broken down.
- Access to the Teachers' or West Yorkshire Pension Schemes*.
- Support, advice and information from our comprehensive Employee Assistance Programme via our partners the Education Support Partnership.
- Access to in-house and external training and professional development opportunities,
- Salary progression - the majority of pay grades offer the opportunity for incremental progression within a set pay band*.
- Discounted local public transport tickets.

**where applicable based on role*

APPLICATION AND ASSESSMENT

Application Documents

Our preferred method of application is online, you can apply via our careers site – http://www.corpusleeds.org/vacancies candidates with accessibility issues may request an application pack via email from recruitment@corpusleeds.org.

We do not accept CVs as part of the application process.

College Visits

Visits to the college are encouraged, to arrange a visit please contact the Principal's P.A. – Kay Senior, on 0113 200 90 10 or via email to recruitment@corpusleeds.org

Assessment and Interview

Candidates meeting all the requirements for the post will be short-listed and details of the assessment and/or interview programme will be confirmed in writing.

As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children.

Under the Equality Act, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form, please contact us if you need to discuss this in detail.

We will consider any reasonable adjustments under the terms of the Equality Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.

The Assessment process will take place at the college.

The college is situated approximately three miles East of Leeds City Centre, in close proximity to motorways and major roads, as well as a number of public transport links.

Corpus Christi Catholic College
Neville Road, Leeds, LS9 0TT



APPLICATION AND ASSESSMENT

Pre-Employment Checks

All offers of employment at the college are subject to an enhanced check with the DBS. Checks will also be made against the Barred List. All such checks must be satisfactory before we confirm any offer of an appointment.

The DBS code of practice can be found at
https://www.gov.uk/government/publications/dbs-code-of-practice

Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment), there are a number of jobs where we must take account of any convictions that are unspent or not 'protected'. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.

If invited to interview you will be asked to complete a self-disclosure form. Guidance and criteria on the filtering of these cautions and convictions can be found at https://www.gov.uk/government/collections/dbs-filtering-guidance. Unspent and unprotected convictions may not necessarily make you unsuitable for appointment.

Prohibition checks (teachers only)

Prior to confirming an offer of employment, the school is required to make a mandatory check to ensure a teacher is not prohibited from teaching by the NCTL or its predecessor, the GTC.

Qualifications

All short-listed candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies.

Right to Work in the United Kingdom

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

Data Processing

Please refer to our school privacy notice, available on the college website.