



**ST BENET BISCOP  
CATHOLIC ACADEMY**

**TEACHER OF MATHS**

**CANDIDATE INFORMATION PACK**

Learning to value, learning to give, learning to achieve, growing in the peace of Christ

## HEADTEACHER'S INTRODUCTION

*Thank you for taking an interest in working in our school. This information pack is intended to be an informative and a useful introduction to St. Benet Biscop Catholic Academy.*



St. Benet Biscop Catholic Academy is a highly successful, over subscribed school with an enviable reputation within the community. Our success is due to the dedication and commitment of our staff, the support of our parents, and not least the calibre of our wonderful students.

Whilst all schools are measured and compared in countless ways, as a Catholic Academy we are here to develop our pupils into spiritually whole young people equipped to make a positive contribution to the community and society. This is the primary reason for our existence and is something that St Benet Biscop is renowned and respected for.

Looking ahead to this year, we will again be building upon the success of our new programme of professional development and will continue to place this at the very heart of our school improvement strategy. Our key priorities will be to continue to further develop our Catholic ethos, narrow gaps for disadvantaged pupils, improve outcomes, raise standards and expectations across the Academy.

We are all aware of the challenges schools are facing nationally and we are no exception. However, with our wonderful students and a committed staff we have everything to look forward to.

Please read the information in this pack carefully and visit our website for further details about our school.

**Con Todd**  
Headteacher

## ST BENET BISCOP CATHOLIC ACADEMY AS A CATHOLIC SCHOOL

When Pope Benedict visited our country four years ago he spoke to the staff and students of Catholic schools from all over the UK and said:

***“In your Catholic schools, there is always a bigger picture over and above the individual subjects you study, the different skills you learn. All the work you do is placed in the context of growing in friendship with God, and all that flows from that friendship. So you learn not just to be good students, but good citizens, good people.”***

At St Benet Biscop we try to be faithful to this vision, and our Catholic values underpin everything we do. Our dedicated staff strive to provide not only an outstanding education, but opportunities to explore faith and to grow in the context of this “bigger picture”.

Our hope is that when students leave St Benet Biscop Catholic Academy they carry with them a strong academic, moral and spiritual education. They enter the world as developed learners, having taken full advantage of all opportunities provided for them to grow into the people God desires them to be.

Our students engage in Religious Education lessons, morning prayer and reflection each day and regular assemblies, as well as being offered the opportunity to go on a retreat with the Youth Ministry Team and to attend other events outside of school. Our school chaplains, and those involved in chaplaincy, aim to infuse daily life with our Catholic values and beliefs, and to offer our students every opportunity to develop spiritually, ask the ‘big questions’, and become the best that they can be.

### The Mission Statement

The Mission Statement is what we hold before us to inform our purpose and guide us as we offer education to the young people entrusted to our care.

To become what  
God intends us to be

### Our Vision

To provide high quality  
Sustainable Catholic education for children in our communities.

## ABOUT OUR ACADEMY

*St Benet Biscop Catholic Academy is an 11-18 High School Catholic convertor academy. There are 1130 including 180 in the Sixth Form.*

St Benet Biscop Catholic Academy has been modified and extended since the initial building was opened in the 1950's. Over the years the school has been continually maintained and improved to a high standard; this has enabled the school to retain its essential character, whilst adapting to the changing demands of education. Following the recent build of St Peters's block and the St Wilfrids block, the Academy now has an additional provision which includes the state of the art food technology room, five large classrooms, an ITC suite and a Learning Inclusion Centre. In 2015 the school made a successful bid to the Priorities School Building Program and continue to apply for further bids to continue to refurbish and improve the school site.

On 1 March 2015 St Benet Biscop and our partnership schools, Ss Peter and Paul's, Cramlington formed the Pax Christi Catholic Partnership; all three schools are now academies. Our Trust continues to have very strong links with the Roman Catholic Partnership of First, Primary and Middle schools in Northumberland.

### POST:

Main Scale Classroom Teacher

### PURPOSE:

- Provide opportunities for spiritual and moral development through prayer, liturgy and shared experience;
- Encourage a quest for knowledge and use it in the service of others;
- Strive for the highest standards of academic, sporting and artistic achievement;
- Provide a safe, tolerant, stimulating environment where individuals feel valued and their talents encouraged.

### Professional Standards

- Play a full part in the life of the school to promote and sustain the aims and distinctive ethos of the school as defined in the staff handbook and school prospectus, modelling it's values and mission.
- Set a good example in terms of professional dress and appearance, punctuality and attendance.
- Uphold the school's behaviour policy, uniform regulations, classroom codes and code of conduct in a consistent, firm and non-confrontational manner.
- Maintain a purposeful and calm atmosphere in the classroom and other learning areas.
- Take responsibility for personal development and progression, making full use of the school's professional development opportunities and training.
- Attend meetings as appropriate, contributing actively whenever possible.

### Teaching and Learning

- Create a culture of achievement in the teaching groups and showing a keen interest in the learning of every student.
- Carry out teaching duties in accordance with the school's schemes of work and the defined National Curriculum.
- Plan and deliver lessons and other learning activities in accordance with the school's Teaching and Learning Policy, ensuring that lessons are based on clear learning objectives and that all students make progress.
- Liaise with other colleagues to deliver units of work in a collaborative way and contribute to the production and preparation of schemes of work (this contribution reflecting the post holder's level of responsibility).
- Work closely with teaching and other support assistants in delivering "personalised learning" whenever reasonably possible.
- Set targets for student attainment levels using prior achievement data.
- Set work for students absent from lessons in line with the school's policies.
- Work towards or maintain the teaching standards applicable.

### Assessment, Recording & Reporting

- Maintain rigorous and accurate records, including students' attainment, attendance, homework set and outline lesson plans.

- Mark and return work (in line with the department's marking and assessment policy) on a regular basis. Marking should include feedback for improvement and progress for each student.
- Provide assessment reports when periodically required within the school's assessment cycle as well as providing additional information regarding specific students when requested.
- Ensure that suitably differentiated material and learning pathways are provided to challenge all students at the appropriate level, regardless of their ability.
- Assist the Subject Leader in carrying out suitable evaluation and analysis of examination results and performance at the beginning of the academic year and agreeing corrective actions resulting from the evaluation and analysis.
- Liaise with parents on students' progress using the school ICT system, letters, telephone calls and consultation evenings where reasonable and appropriate.
- Work within the code of practice relating to special educational needs liaising with the relevant staff.

### Form Tutor

- Build relationships with all students and be available when needed to listen and offer support and encouragement.
- Participate in activities such as Christmas parties that create social cohesion within the year group.
- Support the spiritual development of students and co-ordinate form group liturgies and assemblies.
- Monitor the academic progress of each learner using data and alert relevant subject staff and/or the Head of Progress if there are any areas of concern.
- Maintain high standards within the Form Class including monitoring attendance, punctuality, uniform, homework records, attitude and behaviour.
- As part of a Student Learning Team to provide relevant support to learning through contributing to and delivering a coherent and relevant Core Studies Programme.
- To have an up-to-date knowledge of the pathways open to students to be able to provide them with effective guidance.
- Ensure the accuracy of registers and collect absence notes.
- Monitoring student attendance and working with the Head of Progress to improve it.
- Disseminate school information, including timetables, and messages from other staff.
- Manage report/review procedures, checking accuracy, relevance and consistency of reports.
- Attend events to promote the learning of the year group such as Parents' Evenings and Tutor Days
- Make routine contact with parents in liaison with the Head of Progress

### SALARY/GRADE:

NQTS, MPS and UPS teachers are welcome to apply

**This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

### St Benet Biscop Person Specification for a Main Scale Classroom Teacher

The Directors are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

Attributes	Essential	Desirable	Assessment Methods
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>Successful completion of a Teaching Qualification</li> <li>Recent successful teaching where applicable</li> </ul>	<ul style="list-style-type: none"> <li>Successful completion of the 'Students into School' Course.</li> <li>Experience of working with young people</li> </ul>	a, l, r, s
<b>Education / Training</b>	<ul style="list-style-type: none"> <li>Degree</li> <li>QTS</li> <li>Confident use of ICT</li> </ul>	<ul style="list-style-type: none"> <li>Catholic Teachers Certificate</li> <li>Further degree / relevant qualification</li> <li>Evidence of relevant CPD where applicable</li> </ul>	a, l, r, s
<b>Specialist knowledge and skills</b>	<ul style="list-style-type: none"> <li>Excellent classroom management</li> <li>Understanding of how ICT can be used to impact on learning and monitor progress</li> <li>A commitment to developing effective teaching and learning in their subject</li> <li>An effective communicator</li> <li>Good time-management skills</li> </ul>	<ul style="list-style-type: none"> <li>A clear vision of teaching and learning in the 21<sup>st</sup> Century</li> </ul>	a, i, l, r, s
<b>Interests</b>	<ul style="list-style-type: none"> <li>A willingness to provide enrichment activities for the students</li> </ul>		i, s
<b>Disposition</b>	<ul style="list-style-type: none"> <li>To actively promote the Catholic ethos of the school through liturgy</li> <li>A liking for young people</li> <li>Enthusiasm</li> <li>Approachable</li> <li>Solution focussed</li> <li>Ability to work as part of a team and support the Subject Leader and Head of Progress</li> <li>Willingness to take the initiative</li> <li>Ready to help all students in their Form Class to achieve the best possible standard</li> <li>Willingness and flexibility to engage in new strategies</li> </ul>	<ul style="list-style-type: none"> <li>Interested in working with colleagues from other curriculum areas within school</li> <li>Interested in developing their career</li> </ul>	i, r

Key to assessment methods;

- (a) Application Form
- (i) Interview
- (l) Lesson Observation
- (r) References
- (s) Supporting Statement

# Application

Please return a completed application form including the names, addresses and relevant contact details of two referees together with your letter of application.

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification.

Completed applications must be received by **noon on Monday, 16 October 2017** addressed to:

Mr C Todd  
Headteacher  
St Benet Biscop Catholic Academy  
Ridge Terrace  
Bedlington  
Northumberland  
NE22 6ED

or by email to the Headteacher's PA, Mrs J Marriott-Lodge at: [Marriott-lodgej@st-benetbiscop.org.uk](mailto:Marriott-lodgej@st-benetbiscop.org.uk)

If you have not heard from us within 2 weeks of the closing date, please assume that you have been unsuccessful on this occasion.

## OUR SAFEGUARDING COMMITMENT:

St Benet Biscop Catholic Academy:

- Is committed to the protection and safety of its students. Appointment will be subject to an enhanced DBS check, satisfactory medical report and satisfactory references;
- Is an equal opportunity employer;
- Operates a strict no smoking policy.





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