

BEDFORDCATHOLICSCHOOLS

ST THOMAS MORE TEACHING SCHOOL



Vacancy Application Pack



Teacher of Religious Education

Salary: MPS/UPS

Closing Date:

Monday 20th May 2019 midday



Message from Head Teacher

Dear Applicant,

Thank you for expressing your interest in our teaching vacancy at St Thomas More Catholic Secondary School.

It is my great privilege to be the Head of St Thomas More Catholic Secondary School. It is an excellent school with a fantastic Sixth Form. Above all, it is a special place for students to learn and grow.

We are placed in the top 5% of schools nationally for progress made with students (DfE, 2017). Among our many points of celebration we are:

- Graded Outstanding (Diocese of Northampton, 2017)
- In the top 100 most improved schools in the country (DfE, 2013)
- Graded Outstanding (OFSTED, 2011)
- One of the first cohorts of schools awarded Teaching School Status (National College, 2011)
- The only school in the area awarded the NACE award for our work with Able, Gifted and Talented students

These fine achievements are thanks to the hard work of teachers and students. We expect the very best for all our students and work hard to maintain the wellbeing of staff. Excellent CPD programmes can be accessed with fantastic and exciting opportunities to become an SLE within our Teaching School.

Leadership and Ambition

St Thomas More School is characterised by Outstanding Leadership at all levels of the organisation. I am blessed to work with some truly exceptional leaders who place the needs of students at the centre of every decision. It is through their integrity and commitment that teachers new to the profession are inspired to work in the right way and experienced colleagues are valued for their insights.

We have very high expectations and insist upon impeccable standards of behaviour. Our students are required to dress smartly, be polite and courteous, and prepared to engage fully in their learning.

Our school is a vibrant, well-ordered and friendly environment. Our students are happy and confident; our staff are experts in their field. Together we work hard to make St Thomas More a truly excellent school.

If you feel you would like to work in our outstanding school then we would like to hear from you and we look forward to receiving your application.

Yours faithfully

Martin Bonner
Head Teacher



Message from Executive Principal, Bedford Catholic Schools

Dear Applicant,

Bedford Catholic Schools are a strong collaborative, working together to provide outstanding Catholic education for the children of Bedford. We have been serving the Bedford community for over fifty years.

The St Francis of Assisi Academies Trust was formed in April 2013 when the schools joined together to become a Multi Academy Trust (MAT). As a MAT, we believe we offer a truly unique journey for pupils across all age ranges - from our nursery provision to post-16 study.

We offer seamless academic and pastoral support, grounded in our Gospel values, to pupils in all stages of their educational journey. Our schools – [St John Rigby Primary](#), [St Joseph's and St Gregory's Primary](#) and [St Thomas More Secondary and Sixth Form Centre](#) – are all rated good or outstanding.

Through the [Inspirit Teaching School](#), the Trust leads in the training and professional development of teachers, support staff and head teachers across the local area and the diocese of Northampton, as well as contributing to the raising of standards through extensive school-to-school support. Our teachers have the opportunity not only to receive high quality CPD through the teaching school but also to deliver and be part of CPD planning and implementation.

The success we have had so far is down to the highly talented and dedicated support staff, teachers, leaders and governors in our Trust. We are committed to ongoing development in each school and across the Trust and as a member of our team, you will have the opportunity to work with staff across all of our schools.

Our schools are exciting, thriving communities and we endeavour to ensure that our students leave us as well-rounded, well-educated young people. If you have the drive and enthusiasm to help our students to achieve even more, we would love you to join us.

Yours faithfully

Tony Bishop
Executive Principal
Bedford Catholic Schools



Teacher of Religious Education

MPS/UPS

For September 2019

We are seeking to appoint a dynamic and innovative **Teacher of Religious Education** in this oversubscribed and successful secondary school. You will have the opportunity to teach from Year 7 to Key Stage 5 and build on the high standards that this successful department enjoys. So if you have proven teaching skills, a strong record of outstanding teaching practice, with clear evidence of excellent, positive impact and the commitment to continue raising the educational achievements of all students we would like to hear from you.

In return we can offer a supportive and caring work environment suitable for both NQTs starting out on their teaching career and experienced teachers.

Closing date: Monday, 20th May 2019 midday

How to apply

Should you wish to apply for the post, please download the application form from our school website www.st-thomasmore.org.uk, alternatively, you may request a copy of the application form by contacting hr@stm.beds.sch.uk.

Please send completed applications to hr@stm.beds.sch.uk or by post to:
St Thomas More Catholic Teaching School, Tyne Crescent, Bedford MK41 7UL.

Should you have any questions regarding the post or application process, please contact Karen Sallows, Personnel Manager 01234 400222 ext 230 or ksallows@stm.beds.sch.uk

Safeguarding

Bedford Catholic Schools are committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. The suitability of all prospective employees or volunteers will be assessed during the recruitment and selection process in line with this commitment. Successful applicants will be required to undertake an enhanced DBS check.



Welcome to St Thomas More Catholic Teaching School Religious Education Department!

School Context

St Thomas More Catholic Teaching School is a beacon of hope for the power of transformational leadership in our school and our society. The unparalleled distinctive feature of our school is embodied in the Mission Statement which echoes the words of St Thomas More “Primus Servus Dei” (God’s Servant First). Service is at the heart of our pastoral care and our responses to the needs of humanity both within and outside our school community through the work of School to School Support.

The school serves all the Catholic Parishes of Bedford as well as other Christian Communities; it is part of the St Francis of Assisi Academy Trust, a federation of 3 Catholic schools in Bedford. Our school welcomes pupils from other faiths who support the mission of the school. We walk a journey together in which spiritual reflection, development and above all dialogue are paramount. We acknowledge and celebrate the spirit of God among us.

The School was judged “Outstanding” in the previous OFSTED’s Sections 5 and 48

“The school's overall effectiveness is outstanding. When students join the school in Year 9, they do so having reached standards that were below national averages in the national tests they took at the end of Year 6. By the end of Year 11, the standards they reach in their work are above average. That represents outstanding progress.” OFSTED Sec 5 2011

St Thomas More School is an unusual Catholic School in that its Catholic ethos welcomes students of other faiths to enrich the community cohesion of the whole faith community. At St Thomas More School the sense of belonging is at the heart of inclusion. Inclusion though active is not far reaching enough, it does not always enable the student to take root in their place of learning and to positively contribute to the learning climate and the supportive landscape which is an enduring feature of this school (OFSTED/Inclusion Mark). At St Thomas we aim to reflect the life of Christ who invites full belonging and fullness of life, thus the reality of a place of safety and security and the ambition for each student to thrive in their individual richness is fully embedded.

Pupils at the school come from a wide range of socio-economic backgrounds. The ward in which the school is based contributes the largest proportion of pupils and is above the national average for most indicators. Around 50% of our pupils are nominally from Roman Catholic backgrounds, a further 25% are from a nominally Christian background, the other 25% are from other major religions, the biggest proportion being Islam or those who have no faith background.



Our community at St Thomas More is one of celebration and challenge, we value our diversity as a context in which witness and faith sharing go hand in hand. Spiritually the school is enlivened by the personal and corporate opportunities to develop. An experienced and spiritually sensitive

Chaplaincy Co-ordinator works with staff and students to offer support and guidance. The Prayer room offers opportunities for staff and students of all faiths to pray, reflect, discuss, celebrate and reconcile. In consultation with NORES and on the advice of the Bishop the school is piloting types of liturgy which are not sacramental but which deepen the personal spirituality of all.

The RE Department

RE is one of the core subjects and is taught to all students throughout the school from years 7-13. At KS3 students have 4 hours of RE lessons per fortnight. All year 10 and 11 students study the full course GCSE. All GCSE groups are mixed ability and students have 5 lessons of RE a fortnight. At A level we currently have a group of 10 students in Year 13 and 8 students in year 12. Our prospective numbers for next years A level cohort look very promising with 30 students on the list. The department is one built on strong relationships between staff and pupils. We believe in a really collaborative approach to improve the teaching and learning of all students. There are currently 7 teachers within the RE department, who are committed to maintaining and stimulating pupil interest and enjoyment in this core subject.

Schemes of work at KS3 are currently being rewritten by the department but link to the Catholic Curriculum Directory and Diocesan directed People of God syllabus. All lessons are fully prepared and on the school system, just waiting to be adapted by the class teacher for their class. At KS4 we follow AQA B Catholic Christianity and once again there are basic lessons on the school system for every lesson in this syllabus. At KS5 we teach Edexcel Religious Studies with units on New Testament, Ethics and Philosophy.

Chaplaincy

We have a lay chaplain that works at the school. We also have a bespoke prayer room offering opportunities to build on Curriculum RE. In conjunction with the Chaplain we try to provide regular innovative opportunities for prayer, reflection and spiritual engagement for all the students we teach.



Teacher of Religious Education Job Description

Purpose:

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a teacher/ Form Tutor.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- To deliver intensive one to one work and revision sessions out of curriculum hours

Reporting to:

- Curriculum Leader.

Responsible for:

- The provision of a full learning experience and support for students.

Liaising with:

- Head/Senior Leadership Team, teaching/support staff, LEA representatives, external agencies and parents.

Working time:

- Full time.

Disclosure level:

- Enhanced.

Key role:

- To play a full part in the life of the school community, to support its distinctive Catholic mission and ethos and to encourage and ensure staff and students follow this example.

MAIN DUTIES:

Operational/Strategic Planning:

- To assist in the development of appropriate syllabi, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area.
- To contribute to the Curriculum Area and development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole school's planning activities.

**Curriculum Provision:**

- To assist the Curriculum Leader and the AHT Teaching & Learning, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.

Curriculum Development:

- To 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.

Staff Development – Recruitment/Deployment of Staff

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

Quality Assurance:

- To help to implement and adhere to school's WSSR system.
- To contribute to the process of monitoring and evaluation of the curriculum area in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.
- To 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.

Management Information:

- To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

Communications:

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.

Marketing and Liaison:

- To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools.



- To contribute to the production of promotion materials and events for the relevant curriculum area, for example, flyers, DVDs, etc.
- To contribute to the development of effective subject links with external agencies.

Management of Resources:

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Curriculum Leader to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.

Pastoral System:

- To be a Form Tutor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
- To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of Action Plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To 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
- To contribute to PSHCE and citizenship and enterprise according to school policy
- To apply the Behaviour management systems so that effective learning can take place.

Teaching:

- To 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.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.



Other Specific Duties:

- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and safety policy and undertake risk assessments as appropriate.
- To undertake any other duties as specified by SLT not mentioned in the above.

PERSON SPECIFICATION

Main Scale Teacher

St Thomas More Catholic Teaching School

Educational Qualifications	Essential	Desirable
1. Qualified teacher status	✓	
2. Degree in subject or related area	✓	
Work Experience		
1. Commitment to, and interest in working with children	✓	
2. Experience of teaching subject to GCSE, Advanced Level	x	
Skills/Knowledge/Aptitude		
1. Uptodate knowledge of subject	✓	
2. Ability to perform all duties and responsibilities on the job description	✓	
3. Good communication skills	✓	
4. An awareness of current syllabuses and changes to curriculum stages		✓
5. Willingness to contribute to development of Literacy and Numeracy across the Curriculum		✓
Motivation		
1. Commitment to provide a good standard of support without constant supervision	✓	
2. Ability to take the initiative	✓	
3. Willingness to be involved in events and activities undertaken by the school	✓	
4. Ability to enthuse and motivate students	✓	
5. Dynamic teaching approach		✓
6. Commitment to further training		✓
7. Highly organised		✓
Other		
1. Ability to work on own and part of a team	✓	
2. Need to be flexible in the undertaking of all activities	✓	



Current Senior Leadership Team

Martin Bonner	Head teacher
Bernadette Grimley	Deputy Head teacher/Head of Teaching School
John Hopkins	Assistant Head teacher (Pastoral and Inclusion)
Paula Brazier	Assistant Head teacher (Data Analysis, Exams and Standards)
Carole Soraghan	Assistant Head teacher (Teaching and Learning)
Kirsten Bernard	Director of Sixth Form
Mechelle Claxton	SENCO
Donna Smith	Assistant Head teacher (Careers)

Contact details

St Thomas More Catholic Teaching School, Tyne Crescent, Bedford MK41 7UL

School reception – 01234 400222

email@stm.beds.sch.uk

Web: www.st-thomasmore.org.uk



[Twitter: @STMBedford](https://twitter.com/STMBedford)