



Religious Education (Maternity Leave) Teacher



Part of the Chapel St family of schools

Dear Applicant

I am delighted you have expressed an interest in working at Burnley High School, where each student is nurtured through the development of academic, professional, social and emotional skills working in partnership with his or her family and community. This pack intends to give you information about the role of Religious Education (maternity leave) teacher together with some details concerning the school's values and ethos.

We are looking to appoint a committed, hardworking, caring and knowledgeable individual to join our highly skilled team of professionals as we strive towards becoming outstanding in all we do. We expect our staff to provide and model the aspirational, engaging and personalised education the children of Burnley deserve by building on each child's unique gifts, talents and particular needs. Recognising the vital role that family life can play in a child's learning and development, staff also work closely with parents and carers to engage them in their children's learning and in school life.

We invite you to read through this pack and consider applying for this important post. If you feel it would be helpful to visit the school before applying, please contact Lorraine Brody in order to arrange this.

To read more about the vision and ethos for Burnley High School and to keep up with the latest news concerning this exciting new school, visit our website at www.burnleyhighschool.co.uk. If you are not clear about any aspect of the application procedure, do not hesitate to contact us for clarification on 01282 681950.

I hope you find the information helpful. If you feel that this is a post for which you would like to apply, please complete all sections of the Application Form (CVs are not accepted) and return it to Lorraine Brody at Burnley High School by either of the following ways (preferably by email):

Email: lorraine.brody@burnley-cs.org

Post: Burnley High School, Byron Street, BB12 6NX

The closing deadline for applications is no later than **8.00am Monday 21st May 2018**

Please ensure you provide the name, address and status of two referees, one of whom should be your most recent employer. Candidates should be aware we will seek references on short-listed candidates for all positions at Burnley High School and may approach previous employers for information to verify particular experience or qualifications before interview. We are committed to safeguarding and promoting the welfare of children, therefore as part of the application process I urge you to read our Safeguarding policy found on our website prior to completing the application form. Successful candidates will be invited to interview in Burnley sometime in the week of **21st May 2018**. We will do our best to respond to all candidates.

I wish you well and thank you once again for your interest in what we think will be a challenging and rewarding post.

Yours faithfully



Victoria Povey
Executive Head Teacher



Phillip Walmsley
Associate Head Teacher



POSITION OVERVIEW & EXPLANATORY NOTES

This is an exciting opportunity to help to shape the future of the young people of West Burnley and Padiham. The local community is very supportive of the school and is keen to work with the staff to develop an outstanding school. The sponsors for Burnley High School are Chapel St, a charity working in the areas of health, education and social care. The school moved into its new building in April 2017, a state of the art building that has been designed and built with fantastic facilities which enable us to deliver our unique and inspirational curriculum. In May 2017, Ofsted recognised what a fabulous school BHS is and graded us Good with Outstanding for Personal Development and Welfare.

Burnley High School is a deliberately smaller school with 450 11-16 students when the school reaches its optimum intake in 2018/19. The school opened in September 2014 with year 7 only and now has years 7, 8, 9 and 10 as the school has naturally grown year on year. The maximum intake per year will be 90 students in Years 7-11 and the demand for these places has resulted in the school being oversubscribed in both 2015, 2016 and the 2017 intake. The school has a strong ethos and our values of Love, Grace and Fellowship permeate all we do whilst serving children and families of all faiths and no faith.

All staff at Burnley High School (BHS) are dedicated and committed, the Head teacher, her team and our visionary sponsor Chapel St work together to build a dynamic new community school serving the children, families and residents of West Burnley and Padiham.

Applications will only be accepted from candidates completing the school's Application Form. Please complete ALL sections of the Application Form that are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form.

Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks and the Barred List checks.

1. Candidates should be aware that all posts at Burnley High School will involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the Job Description for further details.
2. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared in a sealed envelope attached to this application form.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any



investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

4. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may, where appropriate, be answered not applicable if your duties have not brought you into contact with children or young people.

Child Protection Policy

Chapel St and Burnley High School fully recognises their responsibilities for child protection. Our policy applies to all Chapel St trustees, charity staff, governors and staff in its schools.

There are five main elements to our policy. We are committed to:

- Ensuring we practise safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan.

Interview Process

After the closing date, short-listing will be conducted by a panel who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your Application Form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates for Burnley High School and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people



- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Barred List Check
- Satisfactory Enhanced DBS Disclosure
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment

Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

You should be aware that provision of false information including information relating to health is an offence and could result in your application being rejected or summary dismissal if you have been selected.

The Rehabilitation of Offenders Act

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2 ½ years' imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence has never occurred. This is known as a spent conviction*

This job is one of those to which the provisions of the above Act in relations to spent convictions* **do not apply**. Applicant must therefore **disclose** whether they have any previous convictions*.

Should an applicant have a criminal conviction*, this will be discussed in confidence at interview. However only convictions* that are relevant to the job in question will be taken into account. Failure to disclose any conviction could lead to an application being rejected, or, if appointed, may lead to later dismissal.

Certain spent convictions* are 'protected' and are not subject to disclosure to employers, and cannot be taken into account by a recruitment manager. Guidance and criteria on the filtering of these convictions* can be found at the following link:

http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en.pdf

*including cautions, reprimands or warnings



People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job, all applicants will be considered on merit and ability.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.

Disclosure and Barring service (DBS)

Successful applicant will be asked to apply for an enhanced Criminal record Check (disclosure) from the Disclosure and Barring service.

A copy of the Disclosure and Barring Service Code of Practice is available on request

Further information about the Disclosure scheme can be found at:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>



Religious Education (maternity leave) Teacher

Job Specification

Accountable to: Subject Leader

Salary: Main Scale

Job Purpose

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support the teaching of Religious Education (maternity leave).
- To monitor and support the overall progress and development of students as a teacher and a 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

Duties and Responsibilities specific to the role of Religious Education teacher:

- To ensure that all work undertaken meets the requirements of the Teachers Standards and that progress is made to develop each of the agreed standards over time.
- Planning and preparing lessons and resources related to the delivery of courses across key stages.
- Assessing, recording and reporting on the development, progress and attainment of students having regard to the curriculum of the department
- Keeping accurate records of assessment data and of marking as required within the faculty and sharing this during work reviews and faculty moderation meetings.
- Inputting and reviewing progress data for all students in line with the schools agreed assessment calendar.
- Providing pastoral care in relation to your tutor group and delivering the agreed tutorial programme as provided by the relevant Head of Year. Providing guidance and advice to students on educational and social matters and on their further education and future careers.
- Liaising with the appropriate colleagues in relation to any identified underachieving students putting in place appropriate intervention as required.
- Promoting the general progress and well-being of individual students and of any class assigned.
- Making records of and reports on the personal and social needs of students.
- Providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students.



- Communicating and consulting with the parents of students, including attending parents evenings and consultation evenings as listed in the staff handbook and recorded as directed time.
- Communicating and co-operating with persons or bodies outside the school as required and under the direction and oversight of the Head of Curriculum.
- Participating in arrangements made for the appraisal of performance.
- Reviewing methods of teaching and programmes of work keeping these up to date with any national curriculum or exam board requirements.
- Participating in arrangements for further training and professional development as a teacher.
- Advising and co-operating with the Headteacher, Leaders and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- Maintaining good order and discipline among the students and safe-guarding their health and safety when they are authorised to be on the school premises, and when they are engaged in authorised school activities elsewhere.
- Participating in meetings at the school which relate to curriculum issues or the administration or organisation of the school including pastoral arrangements.
- Participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations, recording and reporting such assessments, and participating in arrangements for students' presentation for and supervision during such examinations.
- To be willing to support and participate in the provision of intervention sessions or extra-curricular activities outside of the normal school day.

Classroom Teachers – Expectations of all school staff:

- Ensure good and better progress for all students within groups taught through the planning and preparation of high quality lessons which engage, motivate and support learners and adhere to the schools Teaching and Learning Standard
- Strive to deliver a consistently good standard of teaching
- Take responsibility within own teaching areas and in the execution of general duties for the creation of a positive climate for learning which results in positive, respectful attitudes from students
- Consistently apply the school behaviour policy to support all colleagues in establishing high standards of behaviour from students, and in order that students have parity of treatment and expectations in all areas of the school
- Access, record and report on the development, progress and attainment of students within the department and school assessment and reporting policy
- In consultation with the head of department, contribute to the planning, design and production of good quality teaching materials and resources, appropriate to age and ability
- Contribute to the wider life of the school by participating in the provision of Extension, Enrichment and Enhancement activities through the planned programme
- Participate in whole school, departmental and all school meetings actively contributing to the decision making and consultation procedures



- Participate fully in the school's Performance Management process, engaging in professional development activities which enhance personal performance, fulfil personal potential and contribute effectively to the implementation of the school goal to be an outstanding place of learning
- Uphold the professional standards of dress, behaviour, attitudes and team spirit which will ensure that Burnley High School is a pleasant, positive place to learn and work

Equal Opportunities:

- To promote equal opportunities in education in order that all children and families will gain optimum benefit from the service provided.
- To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing

Generic Staff Requirements:

- Uphold the professional standards expected of every member of the school staff in all dealings with colleagues, students, parents/carers and the wider community
- Adhere to the principles expressed in the aims of the school and its mission statement
- Actively contribute to the continued development of the school by attending training, participating in relevant meetings and putting forward ideas for improvement
- Be a positive, collaborative team member
- Apply all school policies in all aspects of the role
- Keep up to date with all aspects of the safeguarding policy and familiar with Keeping Children Safe in Education document

Whilst every effort has been made to explain the main duties and responsibilities for this post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all its employees.

This job description is current at the date shown but, in consultation with the post holder, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title. All post holders are accountable through the Chapel Street Trust and Burnley High School Performance Management Policy. The Governors and Head Teachers of the Chapel St Trust are committed to safeguarding and promoting the welfare of all children and young people and ensuring that safer recruitment procedures are in place.



We promote diversity and want a workforce which reflects the population of Burnley and the North West. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the school.

Religious Education (maternity leave) Teacher

Person Specification

This person specification lists the requirements that are necessary to fulfil this role and how these will be assessed (I = interview, LO = lesson observation, A = application form, R = reference)

	Essential	Desirable	How Identified
Belief (Knowledge, Skills and Understanding)	Qualified Teacher Status. Good Honours Degree in relevant discipline PGCE or equivalent qualification		Application
		Recent and relevant CPD activities	Application
	Consistently good/outstanding teacher		Application/Interview/References
	High expectations for students behaviour, establishing and maintain good standards of discipline through well focussed teaching through positive and productive relationships		Application/Interview/References
	Evidence of the effective use of data to improve student outcomes		Application/Interview/References
	Knowledge and understanding of strategies to safeguard students and staff		Application/Interview/References
	Effective differentiation strategies to ensure the needs of all learners are met		Interview
		Ability to offer another subject	Application and Interview
Leading and Developing	Shows commitments to own and other's professional and self-development		Application/Interview/References
Teamwork	Ability to promote and develop positive relationships within and beyond the school		Application/Interview
	Understands the need for effective relationships with parents, carers, partners and the community which enhance and support students learning		Application/Interview

	A high level of self-awareness – knows strengths and weaknesses and can relate to difficult personality types well		Application/Interview
Creative Thinking	Has a good understanding of the wider educational agenda		Application/Interview
	Open minded and flexible		Interview
	Excellent organisational skills with the ability to work under pressure and re-prioritise workload when needed		Interview
Technical	Excellent ICT skills for teaching and leadership		Interview
	Has knowledge and understanding of safeguarding and child protection		Interview
	Effective use of ICT in management and data handling		Interview

