

# Vacancy Application Pack

## Teacher of Psychology/English St Peter's Catholic School



**St Peter's**  
Catholic School



## **Message from the Chair of the Board of Directors**

Dear Applicant,

Thank you for your interest in the post at St Peter's Catholic School, part of Our Lady and All Saints Catholic Multi Academy Company ("the MAC").

Our leaders share our vision of the MAC as an outstanding provider of education, but education that is not only excellent academically, but also offers every child the opportunity to develop as an individual in mind, body and spirit.

The MAC works in partnership with the Birmingham Diocesan Education Service.

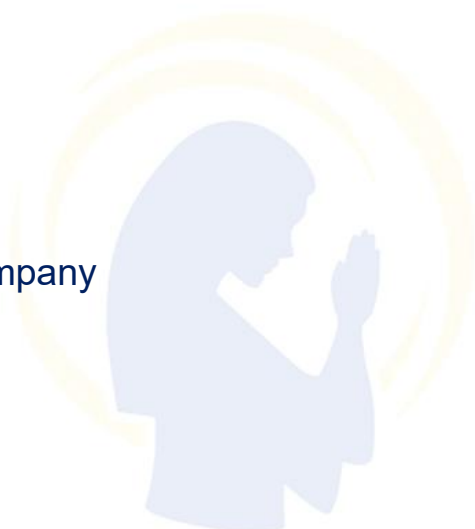
As part of the teaching team, you will be bringing your educational expertise and experience to this role with an approach rooted in excellence, best able to meet the needs of every child within the MAC.

The candidate appointed will play a pivotal part in the development of the MAC both as an outstanding educational provider and delivering its Catholic mission to ensure that we provide the opportunity for every child and member of staff to experience being 'Strong in faith' together as a family of schools, parishes and communities.

We look forward to receiving your application.

Yours sincerely

Paul Bentley  
Chair of the Board of Directors  
Our Lady and All Saints Catholic Multi Academy Company



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## Introduction

Our Lady and All Saints Catholic Multi Academy Company (“the MAC”) was formed in April 2021 and comprises of 12 Catholic Primary Schools and 2 Catholic Secondary School across the Birmingham, Solihull, and Warwickshire areas.

With 100% of our schools being ‘Good or Outstanding’, we have even higher expectations within our family of schools that each provide a fully inclusive and comprehensive Catholic Education offering in a diverse society. We are dedicated to developing all our children into successful, ambitious, and compassionate future leaders by securing the absolute best outcomes for all both in terms of their qualifications, as well as providing wider opportunities for them to develop as rounded and confident young people.

A sense of community is at the forefront of all that we do to ensure our children, our families and our parishes and communities can flourish. We are proud to serve our communities that include the full range of social demographics, each having their own challenges and unique opportunities. Christ is at the centre of all that we do.

Each school benefits educationally from the expertise within the MAC as a whole and practically from the services procured and provided centrally. For us it is a fantastic opportunity, and a privilege, to work with a team of over 700 staff to shape the future of Catholic education for over 4,500 children and young people across the Birmingham, Solihull, and Warwickshire areas.

Being an ‘employer of choice’ is important to us too. We need to retain and attract staff that are only of the highest quality. We are passionate to create a staff team reflective of our diversity and we actively welcome applications from all backgrounds.

We invite you to visit Our Lady's and learn about this exciting and challenging opportunity to work with our community.



Peter Davis  
Catholic Senior Executive Leader  
Our Lady and All Saints Catholic Multi Academy Company



## Headteacher's Welcome



Thank you for your interest in the role of Teacher of Psychology/English.

Welcome to St Peter's Catholic School. Serving Solihull's Catholic community, we are a popular, oversubscribed school with very strong links with our local community.

With faith as our foundation, the teachings of Christ underpin all that we do here at St Peter's.

A good education is the best possible preparation for adult life and at St Peter's, we aim to ensure that every pupil thrives and flourishes.

Our distinctiveness rests on the Catholic character and ethos of our school and this lies at the heart of everything we do. We endeavour to educate pupils in a caring and nurturing atmosphere so that they are enabled to value lifelong learning and the Gospel values can be related to everyday life and work.

Thank you for your interest in our school and I would like to take this opportunity to wish you well in your application.

A handwritten signature in black ink, reading "Stuart Shelton".

Stuart Shelton, Headteacher





## St Peter's Ethos

Selection and recruitment is a two-way process, and it is important that your own core values, whether you have a faith of your own, or you practice no faith at all, are in line with St Peter's core values and ethos.

As a Catholic school, our ethos is rooted in our school motto: Faith is our Foundation.

Above all, the Catholic faith teaches love and forgiveness. We believe that all members of our school community should be treated with compassion and respect. Our community is one of solidarity and kindness; where we aspire to look out for one another at all times. By coming to work here, we are hopeful that you will find a really unique and special place to work.

At St Peter's, we:

- offer all pupils equal access to the curriculum and school life in the community where individual differences are appreciated, celebrated, understood and accepted
- encourage pupils to become good citizens, by developing caring attitudes and respect towards themselves, other pupils, adults, their school and their community
- value the achievements of all pupils, both in and out of school and provide opportunities to develop self-confidence and a positive self-image
- believe in high expectations and having a behaviour policy that is consistently used to allow all pupils to achieve their best
- encourage each individual to take responsibility for his/her behaviour and to act as a good role model to others
- acknowledge that we all make mistakes
- believe that hard work is the key to success for staff and pupils
- strive to ensure that issues of equal opportunities are considered in all our work
- value generosity of spirit
- believe that we all have a professional obligation to improve as teachers
- believe teachers should engage in educational research to improve their practice
- have a T&L policy based around High Challenge Low Preparation, Rosenshine and Teach Like a Champion
- believe in consistently good teaching which improves pupil progress
- welcome diverse ideas to solve problems



## Curriculum

The curriculum at St Peter's has been designed to ensure all pupils develop academically, spiritually, morally, socially and physically. As part of the curriculum the government expects schools to promote the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. As a Catholic school, St Peter's embeds those values through its ethos and mission statement, which extends to all activities in school, within and outside the taught curriculum.



Independent Advice and Guidance (IAG) meetings are provided to all pupils in Y8-13 appropriate to the stage and age of pupils. These interviews are to ensure that pupils make informed choices at every stage and are in a position to make the next step into further or higher education, apprenticeships or employment. Careers education is delivered holistically as part of the Citizenship curriculum, during form times and by individual subject areas.

Further information about the curriculum will be made available to pupils when they make their subject choices for KS4 and KS5.

### KS3

In years 7, 8 and 9, all pupils study the statutory National Curriculum subjects; Mathematics, English, Science, MFL, Geography, History, Art and Design, Design Technology, Music and PSHE in addition to the non-statutory subjects Drama, Religious Education, Personal Development and Computing. In the Spring Term of Year 9 pupils select which optional subjects they will study in Years 10 and 11.

## KS4

In years 10 and 11, all pupils continue to follow a core programme of Mathematics, English Language and English Literature, Religious Education, Science, PE and PSHE. At KS4 Science GCSEs are offered in Biology, Chemistry and Physics, as well as Combined Science.

The majority of pupils will study the core curriculum plus:

- A Modern Foreign Language (French, German or Spanish)
- A humanities subject (History or Geography)

The following optional subjects are available:

- A second humanities subject (History or Geography)
- A second Modern Foreign Language (French, German or Spanish)
- Art and Design
- Business Studies
- Catering
- Computer Science
- Dance
- Drama
- Health and Social Care
- Music
- PE/Sport
- Product Design (Resistant Materials or Textiles)
- Sociology



Work experience is a vital part of Key Stage 4. It gives pupils an insight into the world of work and can help to influence post –16 choices and career plans. All Year 10 pupils spend a week taking part in Work Experience. Placements vary a great deal and have included experiences in the Army, offices, nurseries and schools, theatres, engineering companies, catering, journalism, archaeology, the RAF, banking, travel agencies and so on.

## KS5

A wide range of subjects are offered at St. Peter's Sixth Form. Students select three subjects to study over two years. All pupils have the option to study AS Level Core Maths in Y12. Pupils studying Mathematics may wish to study Further Mathematics as a fourth subject.

All pupils will study the Extended Project Qualification (EPQ) or Christian Living as part of their religious and vocational education. Pupils can choose from a range of enrichment activities, such as supporting in KS3 lessons, paired reading, peer mentoring/mediation or PE.



# Wellbeing Charter

## Professional Development

We have a non-hierarchical approach to professional development; staff are given opportunities to lead training sessions

- We develop leadership positions at all levels e.g. NPQSL, NPQML, SLE, NPQH
- We have a comprehensive training programme and support for trainees and NQTs
- We have a CPD programme for experienced staff
- Observations are developmental and not graded



## To Reduce Workload, we have:

A staff workload group to guide and develop policy

- Teaching resources shared centrally by every department
- A cover team to help reduce cover for teaching staff
- A whole school marking policy to ensure any homework set is meaningful, manageable and motivating
- Reduced the number of data entries
- Replaced lengthy written subject re-ports, with concise TIPs (To improve)
- SLT Open Door Policy at all times
- Implemented fewer meetings, with those that do take place doing so when they are needed
- Employed external invigilators for Year 11 mocks
- Established a Communications Policy which protects time outside of school day



## At St Peter's we have:

- 9 day working fortnight for full time staff
- Laptop for all teaching staff
- Supportive staff, with cake, laughter and friendship in the staffroom
- A culture of peer-to-peer praise
- A buddy system for new staff
- A staff room with facility to eat lunch, relax, work and support colleagues
- Regular staff social events out-of-school
- A flexible and generous approach to family appointments, children's events, sports days etc.
- Free on-site parking
- Frequent consultations on aspects of school such as the annual calendar
- Celebrations of successes, e.g. staff marathon runners
- A range of after school fitness/ wellbeing clubs and creative classes
- Seasonal events for everyone to show their less serious sides
- Countless opportunities to get involved with the wider life of the school including trips and visits
- A counselling service free to all staff both in-house and externally
- Staff who are Mental Health Ambassadors
- Staff 'treats' such as pancakes on Shrove Tuesday and an Advent raffle



## Employment Benefits include:

- Yearly flu-jab vaccinations
- Childcare vouchers scheme



## **Teacher of Psychology/English M1-U3 (£32,916-£51,048)**

### **Full-time, Fixed-term contract (18 months), Required ASAP**

Applications are invited from enthusiastic teachers of Psychology and English, with the ability to teach to A Level, who are looking to join an outstanding school committed to academic and pastoral excellence.

*As part of our continuous focus to improve staff well-being, staff retention and recruitment our flexible working arrangement initiative for all full-time teaching members of staff offering the option to work 9 days a fortnight has been extended for a further 12 months from September 2025. There will be no impact on salary or PPA time or an expectation to complete any school related work on this day. We hope this flexible working arrangement will be a great benefit to our staff and in turn the learning experience of our pupils.*

This fixed-term, full-time post, provides an exciting opportunity for ECTs looking to join a highly successful and extremely supportive faculty or experienced colleagues seeking to further their experience in a high achieving 11-18 school. You will be joining the friendly, thriving and collaborative Social Sciences and English departments, where pupil progress and outcomes are excellent, and teaching and learning are outstanding. Furthermore, Social Sciences subjects are popular post-16 choices within our Sixth Form.

St Peter's Catholic School is a popular, oversubscribed and successful school, committed to academic and pastoral excellence. We pride ourselves on the high academic standards that we achieve across all key stages; the pastoral care that we provide and the enrichment opportunities that we offer.

All applications must be received via MyNewTerm. **Please note CV's are not accepted.** For more information or an informal chat about this post. Please email Jennie Pate, Headteacher's PA on [patej@st-peters.solihull.sch.uk](mailto:patej@st-peters.solihull.sch.uk)

St Peter's Catholic School, part of Our Lady and All Saints Multi Academy Company, has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. All employees and volunteers are expected to share this commitment and to obtain an Enhanced Disclosure and Barring Service check (DBS) and where relevant, a childcare disqualification check. Any offer of employment will be subject to satisfactory references and other satisfactory pre-employment checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

An online search will also be carried out as part of due diligence on all short-listed candidates. For anyone unable to access MyNewTerm, please email [recruitment@st-peters.Solihull.sch.uk](mailto:recruitment@st-peters.Solihull.sch.uk) to be sent the relevant documents and application form.

**Closing date:** Friday 6<sup>th</sup> February 2026 at 9.00am

**Interview date:** Week commencing Monday 9<sup>th</sup> February 2026

## Job Description

### Job Details

Salary	M1-U3 (£32,916-£51,048)
Hours	Full-time
Contract Type	Fixed-term (18 months)
Reporting To	Director of Social Sciences/English

### 1. Job Purpose

The Main Duties (2.1) below are a Main Pay Range Teachers' Responsibilities as set out in the Teachers' Pay and Conditions Document. Main Pay Range teachers are required to act in accordance with the school's ethos, policies and practices, under the direction of the Headteacher.

For UPR posts only:

In addition to the duties and responsibilities of a Main Pay Range teacher you are, as an Upper Pay Range teacher, required to be highly competent in all elements of the Teacher Standards, to ensure that your achievements and contribution to the school are substantial and sustained and to ensure that you discharge the Accountabilities under paragraph 10 and, if you are paid at the maximum of the Upper Pay Range, Accountabilities under paragraph 11. If you are a TLR post holder you will find the TLR job description attached.

### 2. Duties and Responsibilities (Under the direction of the Headteacher)

#### 2.1 Main Duties

#### MPS

##### Teaching

- Plan and teach lessons and sequences of lessons to the class(es) you are assigned to teach within the context of the school's plans, curriculum and schemes of work in order to achieve target levels of student attainment, progress and outcomes.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned students.
- Know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively.
- Set and mark work to be carried out by the student in school and elsewhere, in accordance with the school's marking policy and schedule.
- Participate in arrangements for preparing students for external examinations.

##### Whole school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- Work with others on curriculum and/or student development to secure co-ordinated outcomes.

## 2.1 Main Duties (cont)

### **Wider Professional Responsibilities**

- Make a positive contribution to the wider life and ethos of the school
- Deploy support staff effectively

### **Health, safety and discipline**

- Promote the safety and well-being of students in accordance with the school's Child Protection, Safeguarding and other relevant policies.
- Maintain good order and discipline among students in accordance with the school's behaviour policy.

### **Management of staff and resources**

- Direct and supervise support staff assigned to you and, where appropriate, other teachers.
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- Deploy resources delegated to you in accordance with school policies.

### **Professional development**

- Participate in arrangements for the performance management process and review of your own performance and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

### **Communication**

- Communicate with students, parents and carers in accordance with the school ethos, policies and practice.

### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Participate in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the school, which require the exercise of your professional skills and judgement.

### **Professional behaviour**

- To be professional and respectful towards all colleagues, and to address any concerns through proper channels.
- To be professional, fair and firm with students, demonstrating the sort of politeness and respectfulness that we wish them to emulate.
- To be helpful and welcoming to parents/carers and others visiting or making contact with the school.
- To provide a good role model for students.
- To support and uphold the aims, values and ethos of the school.
- To maintain an appropriate and professional distance with students in more informal situations.
- To celebrate and praise the achievements of staff and students.
- Be smartly and professionally dressed.



## 2.1 Main Duties (cont)

### Upper Pay Range Accountabilities

- Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their effective implementation to impact upon student achievement.
- Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas you teach, including those related to public examinations and qualifications.
- Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.
- Have a more developed knowledge and understanding of your subjects/curriculum areas and related pedagogy including how learning progresses within them than a Main Pay Range teacher.
- Have sufficient depth of knowledge and experience to be able to give advice to colleagues on the development and well-being of children and young people.
- Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.
- Provide coaching and mentoring to other teachers or colleagues, give advice to them and demonstrate to them effective teaching practice in order to help them meet the relevant standards and develop their teaching practice.

### Additional Accountabilities for the Maximum of the Upper Pay Range

In addition to the requirements of a Main Pay Range teacher and an Upper Pay Range teacher, teachers paid at the maximum of the Upper Pay Range are required to ensure that they:

- Play a critical role in the life of the school.
- Provide a role model for teaching and learning.
- Make a distinctive contribution to the raising of student standards.
- Contribute effectively to the work of the wider team.
- Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve students' learning.

## 2.2 People

Liaise with the Directors of Learning for Social Science/English on a regular basis.

## 2.3 Safeguarding

- Support the Manager in promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible for or comes into contact with. The postholder must read and understand the most recent Part 1 of Keeping Children Safe in Education, signing to state that this has been completed.
- Carry out Annual Safeguarding training.
- Refer any safeguarding issues to the school's DSL immediately and record concerns on the relevant IT system.
- Ensure compliance to Safeguarding Policies and Procedures within the MAC.

## **2.4 Health & Safety**

Health and safety laws require all employees to help the School maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the School, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the School's Health and Safety Policy and any local safety procedures.

## **2.5 Policies & Procedures**

The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

## **2.6 Information Management**

As an employee of the School, the post holder will be expected to manage information in accordance with School policies. The post holder will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of the General Data Protection Regulations 2018.

## **3. Other Conditions**

### **3.1 Mobility**

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.

### **3.2 Equal Opportunities**

Our Lady and All Saints Multi Academy Company is committed to Equal Opportunities and expects all staff and volunteers to recognize and value differences and to treat everyone with dignity and respect.

### **3.3 Variations to Job Descriptions**

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.

### **3.4 Training and Development**

The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

**St Peter's Catholic School, part of Our Lady and All Saints Multi Academy Company (the MAC), has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. All employees and volunteers are expected to share this commitment.**

## Person Specification

	Essential Criteria	Desired Criteria	Measured by
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>Qualified teacher status</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of further studies</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Certificates</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Pupil-centred</li> <li>Good oral and written communication skills</li> <li>Effectively prioritised work habits and organisation</li> <li>Good ICT skills</li> <li>A positive role-model</li> <li>High levels of pupil engagement</li> <li>Excellent pupil progress</li> <li>A recognition of the role of ICT in learning</li> <li>Enthusiastic about innovative approaches to teaching &amp; learning</li> <li>Effective differentiation within lessons</li> <li>AfL as an integral part of lessons</li> </ul>		<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>References</li> </ul>
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Effective and confident classroom teacher</li> <li>Knowledge of current trends and good practice in the teaching of English</li> <li>Desire to seek examples of best practice and adapt to own use</li> <li>Understand their role in the context of safeguarding children, young people and vulnerable adults.</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>Commitment to a comprehensive and holistic education</li> <li>Enthusiastic approach</li> <li>Self-motivated</li> <li>Able to use initiative</li> <li>A team-player</li> <li>Supportive of the Catholic ethos of St. Peter's Catholic School</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to contribute to the wider life of the school.</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> </ul>

### Requirements of the Post

The employment checks required of this post are:

- Evidence of entitlement to work in the UK and essential qualifications
- Two good references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced DBS Disclosure
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)
- Overseas checks (where applicable)

## Person Specification

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An online search will also be carried out as part of due diligence on all short-listed candidates.





## Notes to Applicants

Applications will only be accepted from candidates completing the application form in full. **CV's will not be accepted in substitution for completed application forms.**

Interviews will be offered to those applicants who best demonstrate how their skills, abilities and experience match the person specification and job description.

Closing date for applications: Friday 6<sup>th</sup> February 2026 at 9.00am

Interview date: Week commencing Monday 9<sup>th</sup> February 2026

### Applying

If you decide to apply for this position, please return your completed application form and formal letter of application by email to [recruitment@st-peters.solihull.sch.uk](mailto:recruitment@st-peters.solihull.sch.uk) .

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the school, please visit [www.st-peters.solihull.sch.uk](http://www.st-peters.solihull.sch.uk).

