

# ST MARY'S CATHOLIC ACADEMY

Female  
Teacher of PE /  
Head of Year  
Application  
Pack



Closing date:  
Thursday 14<sup>th</sup> May 2026 – midday

Shortlisting date:  
Monday 18<sup>th</sup> May 2026

Interview date:  
Thursday 21<sup>st</sup> May 2026



Diocese of Lancaster  
**Education Service**  
Euntes in mundum



# Welcome to St Mary's Catholic Academy

Thank you for considering St. Mary's Catholic Academy for the next stage in your career. We are seeking to appoint a talented female Teacher of PE to teach a timetable of girls PE. This is a full time role with effect from 1st September 2026. The successful candidate will be able to teach PE at Key Stage 3 and Key Stage 4, with the potential for teaching some Key Stage 5 in time. The role will suit a recently qualified teacher or an experienced teacher of PE, and the salary will be adjusted accordingly depending on experience. It is not essential, but we would be interested in candidates with the ability to offer a dance element.

For the correct candidate there is the opportunity to be considered for the role of Head of Year to fill a recent vacancy which has arisen within St Mary's. This would attract a TLR 2c in addition to the teacher salary. Candidates wishing to be considered for this role will need to address this in their letter of application.

St Mary's is a highly regarded oversubscribed Catholic Academy in Blackpool in the Diocese of Lancaster. The school is very much a Catholic family where everyone works together to support and challenge one another to be the best they can be.

Our Catholic Ethos founded on the hallmarks of:

## **Catholic**

## **Caring**

## **Community**

## **Challenge**

is key to our success. Students and staff are all encouraged, as our mission statement states, to grow in wisdom, understanding, self-esteem and closeness to God. Many of our staff and students are Catholic or Christian, we are joined by a number of staff and students who aren't, anyone is welcome become and be part of our family as long as they are willing to support and contribute to the ethos and success of the Academy.

As Head Teacher, I believe that a happy, highly trained and well supported staff is the key to our success. Staff at St Mary's received a full induction programme and access our outstanding weekly professional development. All teaching staff also have 70 minutes of additional non-contact time per fortnight to focus on their own area of interest in enhanced professional development. New staff are also supported by regular, weekly coaching meetings and support from their subject areas; a range of leadership development programmes is also available.

St Mary's is designated as Blackpool's research school and provides staff with the opportunity to benefit from the latest research and evidence in education. Everything we do, whether that be our innovative key stage 3 reading programme; our approach to revision and practice homework; or the design of our professional development curriculum for teachers; is researched evidence based.

Staff wellbeing is also a key part of our success as a school. A hard-working staff should be well supported and cared for to allow them to meet the demands made of teachers in a modern context. All staff are provided with their own personal laptop and extensive training and the support of colleagues. Staff are able to take advantage of the Schools Advisory Service Wellbeing package which offers access to Counselling, 24-hour GP helpline, Health advice and support, Physiotherapy advice and a range of other services. A well-resourced support team of IT technicians, admin staff, chaplaincy staff and site staff work hard to make sure the Academy runs smoothly and that teaching staff are well supported to focus on our core business of teaching. Workload issues are regularly discussed with our staff committee and policies around marking, assessment, reporting and home work are carefully designed to try and manage the workload for staff. An email protocol ensures staff are not disturbed by emails in an evening and small gestures like tea, coffee and biscuits served by our amazing housekeepers, free access to the school fitness suite; free annual flu jabs; a car valet service and regular staff social events all help to make our Academy and Trust a rewarding place to work. All of this work takes place in state of the art facilities. St Mary's was lucky enough to benefit from a 22.5 million point partial rebuild and refurbishment, we are so lucky to work in one of the best school building in the region.

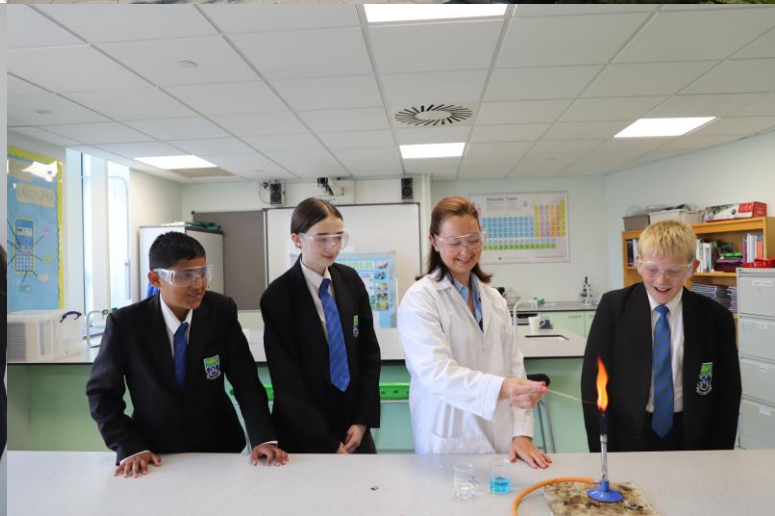
# Welcome to St Mary's Catholic Academy

Staff retention is high at St Mary's because staff are valued and in return work hard to ensure our students achieve the best possible outcomes. If what you have read so far is exciting and you feel that St Mary's is a community in which you will thrive and make a positive contribution to our ethos and journey, then we would love to receive your application. You will find more information about St Mary's and information specific to this role and the application process in the rest of this document. You can also find further information out about the Academy on our website.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'S. Eccles', with a horizontal line underneath.

Mr. Simon Eccles  
Headteacher



Catholic - Caring - Community - Challenge

# CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Teacher of PE / Head of Year at St. Mary's Catholic Academy. St. Mary's is part of the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT).

This is a fabulous opportunity for you to join us and work with a fantastic group of committed staff who believe strongly in education and working to improve the life chances of our children and young people.

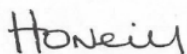
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of the children and young people can 'belong, engage and become' – and reach their full potential by realising their God-given talents.

The Trust works in partnership as one family of schools, whilst maintaining and celebrating the uniqueness of each individual school and the community it serves. We are a values-driven Trust. Our core values of Trust, Respect, Faith, Hope and Service are our hallmarks. These values underpin all of our relationships; between staff, pupils, families, our wider parishes and local communities.

In our Trust, we welcome people who share our vision and our absolute commitment to our pupils, our staff, our families, parishes and the wider communities we serve.

If you believe you have the knowledge, skills and experience to make a positive contribution then we would welcome an application from you.

Yours sincerely,



Helen O'Neill  
Chief Executive Officer

# What others say about St. Mary's

## **OFSTED**

A full Ofsted Inspection of St Mary's in May 2022 was extremely positive and confirmed that St Mary's Catholic Academy continues to be good in all areas. Inspectors noted in relation to curriculum that: "Leaders have ensured that pupils follow a suitably ambitious curriculum. Pupils achieve well overall. This includes pupils with special educational needs and/or disabilities (SEND) and disadvantaged pupils. Students in the sixth form receive an especially strong quality of education." They were also pleased to see in relation to behaviour that: "Pupils behave well in lessons and around the school. They are polite and well mannered. They enjoy positive relationships with one another." We were pleased that inspectors noted the strength of personal development: "Pupils benefit from a strong programme of personal development. This includes age appropriate relationships and sex education and health education. Pupils learn about other cultures and beliefs. Teachers prepare pupils well for life in modern Britain." and our focus on the well-being and development of staff: "Leaders are passionate about supporting the wellbeing of staff. They put a strong emphasis on professional development, including research. They care for their staff. Teachers appreciate the efforts made by leaders to reduce their workload. Staff enjoy working at the school."

You can read full copy of the report here: <https://files.ofsted.gov.uk/v1/file/50187176>

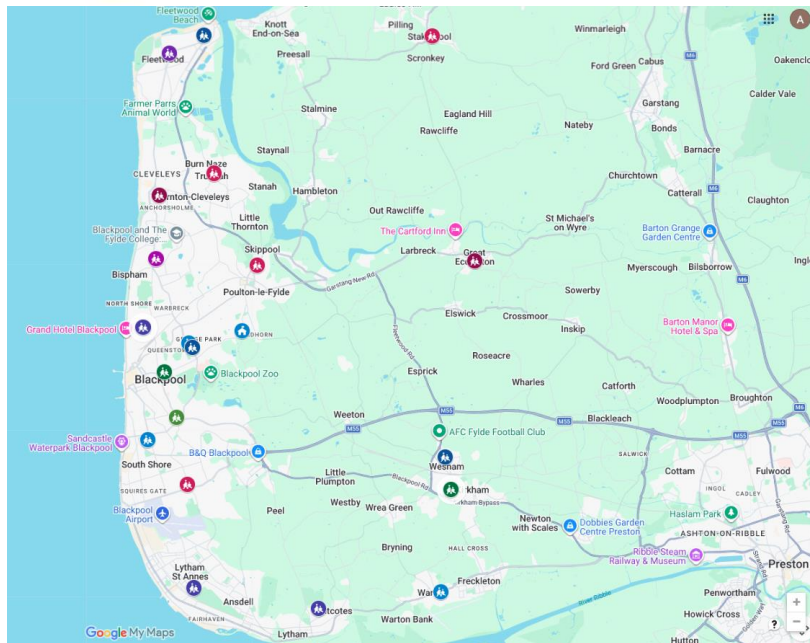
## **Diocesan Section 48 inspection**

Our 2023 Diocesan Inspection Report in graded us as "Good". The Academy was graded as "Outstanding" in Catholic life and mission and Collective worship. A copy of the full report is available on the Academy website. Some of the inspector's findings were:

- The school has exceptionally high standards of pastoral care and support for its students. Through the extensive range of services, student welfare is given the highest priority.
- Provision for chaplaincy, as well as the impact this team make on the lives of the students and staff, in and beyond the school is outstanding.
- Sixth form core religious education is very strong and strengthens the distinctive offer to Catholic students.
- The headteacher, leadership team, governors and trust board show a great dedication to the development of St Mary's as an inclusive and caring school. The highest priority is given to Christian formation and academic success.
- A very strong commitment to Catholic social teaching is evident throughout this community and students proactively engage in charity work.
- The strong sense of community is a defining characteristic and visitors often remark on the warm and inclusive atmosphere, extending to individuals of all faith backgrounds, making them feel part of the Catholic community.

# Trust Schools

	Christ the King Catholic Academy		Holy Family Catholic Primary School, Blackpool
	Holy Family Catholic Primary School, Warton		Our Lady of the Assumption Catholic Primary School
	Our Lady Star of the Sea Catholic Primary School		Sacred Heart Catholic Primary School
	St Bernadette's Catholic Primary School		St Cuthbert's Catholic Academy
	St John's Catholic Primary School, Poulton		St John Vianney Catholic Primary School
	St Joseph's Catholic Primary School		St Kentigern's Catholic Primary School
	St Mary's Catholic Academy, Blackpool		St Mary's Catholic Primary School, Fleetwood
	St Mary's Catholic Primary School, Great Eccleston		St Peter's Catholic Primary School
	St Teresa's Catholic Primary School		St William's Catholic Primary School
	St Wulstan's & St Edmund's Catholic Primary School		The Willows Catholic Primary School



# What we offer - Benefits

## Living Wage Employer



As an employer, we pay the real Living Wage so you can always be sure that you'll earn no less than the current rate.

## Pension Scheme



Teaching staff: You will be enrolled into the Teachers' Pension Scheme.  
Non-teaching staff: You will be enrolled into the Local Government Pension Scheme.

## Health and Wellbeing



We offer access to free and confidential wellbeing services including GP service, counselling, mindfulness support and physiotherapy.

## Death in Service



Should the worst happen, your nominated beneficiary will receive a payment of 3 x your annual salary if you are part of the pension scheme (TPS or LGPS).

## Flu Jab



Our Trust offers all employees a flu vaccination. Employees can arrange their own vaccination and reclaim the cost up to the value of £15.00.

## Travel to Work Scheme



We offer discounted travel via Blackpool Transport for the use of buses and trams.

# How to apply

## Prior to applying

If you are unclear about any aspect of the application process or you would like any additional information about the school or the role, please contact the school:

Telephone - 01253 396286

or

Email - [admin@st-mary.blackpool.sch.uk](mailto:admin@st-mary.blackpool.sch.uk)

## Application process

Please follow the link below to our careers page and complete your online application:

<https://mynewterm.com/school/St-Mary's-Catholic-Academy/141257>

Evidence will be drawn from:

- Letter in support of application.
- Application Form.
- Task.
- Response to questions during interview.
- References.

Letter of application should:

- Be clear, concise and well presented.
- Demonstrate how you meet the person specification.
- Describe your vision for teaching and learning in the PE department at St Mary's.
- Be no more than two sides of A4 in length.

Closing date for applications: **Thursday 14<sup>th</sup> May 2026 – midday**

Shortlisting date: **Monday 18<sup>th</sup> May 2026**

Interview date: **Thursday 21<sup>st</sup> May 2026**

## Post Details:

**Grade: Teachers' Pay Range**

**Salary: Teachers' Pay Range with TLR2c £8,610.00 per annum for those interested in the**

**Head of Year role**

**Contract: Permanent**

**Hours: Full Time**

**Start Date: 1<sup>st</sup> September 2026**

# Information for candidates

## PE Department Information

### **PERSONNEL**

The staffing from September 2026 is:

Mr Iain Phillips -	Associate Assistant Headteacher - Line manager of PE
Mr Dan Reidy -	Head of PE
Mr Russell Boak -	Teacher of PE & Geography
Mr Robert Brookfield -	Teacher of PE
Mrs Sarah Porter -	Teacher of PE
Mrs Julie Roberts -	Teacher of PE
Vacancy -	Teacher of PE

### **PE CURRICULUM - STATEMENT OF INTENT**

At St. Mary's Catholic Academy, we recognise the importance of PE and the role it has to play in promoting long term healthy lifestyles and making a positive impact on physical, mental and social health. The intent of our PE curriculum is to provide all students with high quality PE and sport provision, not only as a participant but in leadership roles such as a coach, official or choreographer. It is our vision for every child to succeed and achieve their potential, developing their competence in a range of physical activities.

St. Mary's Catholic Academy is situated in Blackpool, an area with high deprivation and low life expectancy. The links between inactivity and poor health outcomes are well known. Blackpool has a higher percentage of children that are overweight or obese compared to the national average (42% of Year 6 Blackpool pupils compared to 35% nationally). We believe that pupil's positive PE experiences will encourage them to lead physically active lifestyles beyond their years at secondary school (John 10:10 "I have come that they may have life, and that they may have it more abundantly.") Strong community links with local organisations such as Blackpool FC Community Trust & Fylde Community Rugby Trust help to provide external pathways for pupils to pursue sport and exercise outside of school. Both organisations work closely with the school to provide lunchtime and after school clubs alongside curriculum support. Pupils are encouraged to join sports clubs and teams outside of school with a full list provided on PE notice boards and with links on the school website.

Pupils are encouraged to join sports clubs and teams outside of school.

We strive to inspire our students through fun and engaging PE lessons that are enjoyable, challenging and accessible to all. Through our teaching of PE, we instil core values and transferable life skills such as resilience and mutual respect as well as providing pupils with opportunities to take part in competitive sport through our extensive extra-curricular programme. Our extracurricular programme is open to all our students to attend on a competitive and social basis, which is run throughout the academic year. For those wishing to play competitively there are further opportunities to represent the school locally and regionally in various sporting activities. There is an opportunity for pupils to go skiing in France in Years 9 & 10 and also achieve the Bronze DofE award.

Our Sports Leaders help the department to run various sporting competitions throughout the year and are the 'student voice' for the school. These groups provide the department with feedback regarding a range of issues from kit to after school activities, helping to shape the PE and sport offer at SMCA.

# Information for candidates

Pupils in our Sixth Form have the opportunity to opt for the Sixth Form Sports Academy in Year 12. During this one year course pupils gain a number of leadership and coaching qualifications in a range of sports and activities. They have the opportunity to take part in a number of OAA, developing a range of life skills such as teamwork, resilience and communication. Pupils are helped with preparation for post 18 education through visits to universities in the north west where they have the chance to sample lectures and seminars, tours of the campus and speak to current students and staff.

## **ACCOMMODATION**

The PE Department shares the learning house accommodation with the Science Department. The learning house consists of a suite of nine different rooms. The environment is light, comfortable and engaging for all. There is a teacher “grab and go” area within the large flexible learning space. There is some variety in the learning spaces available which would allow for different approaches to the teaching of PE to be explored.

The PE Department have excellent facilities including a fully equipped sports hall, dance studio and fitness suite. Our outside areas include 2 large Multi-Use Games Areas and an extensive, well maintained grassed area with 3 football pitches and an artificial grass cricket wicket.

## **PLANNED DEVELOPMENTS**

In line with the Academy Raising Achievement Plan the key objectives for PE this year are:

1. Continued improvement of results at KS4 Cambridge National Sports Studies Level 1 / 2 with a particular focus on disadvantaged pupils.
2. Sustained growth in numbers of pupils opting for KS5 & KS4 sports courses.
3. Curriculum development at KS3 (development of KS3 assessment).

# Job Description

## Teacher of PE

All teachers have a responsibility to contribute to the realising of high standards of attainment and discipline in their classes and subject area. They are also responsible for the pastoral care of a form group. The duties should be discharged in such a manner as to actively enhance the Catholic ethos of the Academy.

Responsible to: Head of PE

### Key Outcomes

1. A caring, Catholic ethos built on high quality relationships.
2. Increased proportions of outstanding and very good teaching.
3. Consistently high standards of attainment across all key stages.
4. A well-disciplined and stimulating learning environment.
5. Promotion and safeguarding of the welfare of all students.

### The key outcomes will be achieved by:

Contributing to a Common Mission and Shared Vision through:

- Helping preserve the existing strengths of St. Mary's Catholic Academy and further developing its distinctive mission with the Catholic Church.
- Being the significant adult and main role model for a form group.
- Assisting with the implementation and evaluation of the PE department raising achievement plan and the Academy's raising achievement plan.
- Implementing the Academy's Child Protection Policies and procedures.

### Developing a commitment to learning by:

- Having high expectations of all students and promoting transformational learning and teaching that leads to consistently high levels of achievement for all.
- Working as a member of the PE Department to establish and maintain a highly effective team.
- Contributing to the development of Schemes of Work and lesson plans that fulfil and enrich examination syllabi requirements.
- To be willing to prepare and share resources within the department
- Implementing high quality assessment and student tracking procedures that assist learning.
- Ensuring high standards of discipline through recognising and rewarding positive student behaviour and dealing appropriately with unacceptable behaviour.
- Assisting with extra-curricular activities.
- Assisting in the maintenance of a safe and stimulating learning environment within the PE Department.

In addition, to the specific duties outlined above you will be expected to carry out the duties of a Teacher as stated in the current School Teachers' Pay and Conditions Document.

These responsibilities will be reviewed in the light of the Academy's development plan and changing needs.

# Job Description

## HEAD OF YEAR ETHOS AND LEARNING LEAD

Responsible to: Deputy Headteacher (Pastoral) - Miss Rebecca Jones

The Head of Year Ethos and Learning Lead has a key leadership role across the Academy, within a specified year group and tutor team. S/he has a responsibility for helping preserve the existing strengths of St. Mary's Catholic Academy and providing day to day leadership in order that the year team can fully contribute to the Academy's Mission & Vision. These duties must be discharged in such a manner as to actively enhance the Catholic nature of the Academy and further develop its distinctive mission with the Catholic Church.

This job description should be read alongside and in full understanding of the document "What Makes an Outstanding Leader at St. Mary's".

### **The key ideas guiding a Head of Year Ethos and Learning Lead are:**

#### **Connectedness**

S/he gets everyone in the year team into the St. Mary's boat in pursuit of the Academy's stated Mission and Vision. S/he realises and ensures everyone in the year team understands that the whole is always more important than and takes precedence over the needs of individual year teams. We are interdependent, connected and no team is an island.

#### **Authority**

S/he is persistent and insistent that policies and procedures are consistently, properly, and fully implemented. Within the authority given, s/he leads and guides the staff in the year team and further distributes leadership within it. S/he is a powerful people developer.

#### **Accountability**

S/he holds the Year Team to account for high standards of progress, learning, and achievement, enriching relationships, personal development, and the well-being of all. S/he has an "abundance mentality" believing that very high academic achievement, outstanding pastoral care, and enriching faith and personal development are powerful allies.

#### **Capacity Building**

S/he maximises and fully engages the resources available - people, technology, learning spaces, capitation – to build the capacity within the year team that enables it to contribute to the delivery of the Academy's stated Mission and Vision.

### **The key terms included in a Head of Year Ethos and Learning Lead are:**

#### **Leading**

This identifies the person with the ultimate responsibility, accountability and decision making powers within a specific area for the identified issue in accordance with the Academy's mission, vision, policies, systems, procedures or norms. The leader will be responsible for co-constructing the vision, policies, systems and procedures, with Year Team staff, students and senior leaders as appropriate. The term also includes the management of the specified issue as described below.

#### **Managing**

This requires the planning, implementing, monitoring and evaluating of the specified issue in accordance with the Academy's policies, systems, procedures or norms. The issue will have a designated leader usually at a more senior level.

#### **Co-ordinating**

Ensuring that staff with the designated responsibility lead and manage the specified issue in accordance with the Academy's policies, systems, procedures or norms. There is also a requirement to ensure there is coherence across the Year Team.

#### **Implementing**

Ensuring that the specified issue is put into practice in accordance with the Academy's policies, systems, procedures or norms.

# Job Description

## CORE RESPONSIBILITIES

### Key Outcomes

1. A caring, Catholic ethos built on high quality relationships and the St Mary's Way.
2. A shared vision throughout the year team.
3. A positive learning culture and consistently high standards of progress, attainment, and achievement throughout the year group.
4. Independent and interdependent learners.
5. Elimination of all unsatisfactory teaching and increased proportions of excellent and very good teaching.
6. Elimination of all poor behaviour and increased proportions of excellent and very good behaviour.
7. High levels of attendance in the year group.
8. An oversubscribed Academy with high numbers of post-16 students studying subjects within the year group.
9. A well-disciplined and stimulating learning environment in which the unique talents and contributions of each individual are recognised and celebrated.
10. Promotion and safeguarding of the welfare of all students.

These key outcomes will be achieved by:

#### **A. Developing a Common Mission and Shared Vision through:**

- Leading the continuous development of the year team through contributing to the pastoral annual development planning process that is fully congruent with the Academy's Raising Achievement Plan.
- Managing effective formal and informal communication systems within the year team.
- Managing the active promotion of the Academy's Sixth Form to students in the year group who would benefit from a high quality post-16 advanced level education within a caring, Christian community.
- Implementing the Academy's agreed policies, systems, and processes (for example Curriculum, Teaching & Learning, Assessment, Marking, Reporting, Gifted & Talented, SEN, Discipline, Rewards, Detention, Promoting Positive Behaviour, Activities & Events) as line manager to the year team teaching and support staff.
- Assisting Senior Leaders/Headteacher, with the implementation of the Academy's agreed Personnel Policies (for example Performance Management, Disciplinary, Capability, Grievance, and Sickness Absence Management) as pastoral line manager to year team teaching and support staff as required.
- Implementing the Academy's Safeguarding policies and procedures.

#### **B. Developing a commitment to learning in the Year Group by:**

- Managing and quality assuring the delivery of PSHE lessons (provided by the Academy's PSHE coordinator) within the year team including supporting the development of transformational teaching and learning in PSHE.
- Implementing the Academy's processes to support the collaborative development of programmes of study, schemes of work, and lesson plans for aspects of PSHE as directed by the Senior Line Manager for PSHE and the Academy PSHE coordinator.
- Managing quality assurance processes to ensure that written reports sent to parents are of the highest quality.
- Implementing data analyses and student tracking procedures across Key Stages 3 & 4 for students within the year group to identify underachievement and implement strategies to raise individual student's achievement and attainment.

# Job Description

## **C. Leading the Religious, Spiritual, Moral, Personal and Social Development of Students in the Year Group by:**

- Leading the form tutors within the year team.
- Managing and actively supporting the development of high quality Acts of Collective Worship and charitable activities within the year group. Leading assemblies as specified within the Academy's assembly rota.
- Managing student discipline within the year group through recognising and rewarding positive student behaviour and dealing appropriately with unacceptable behaviour using the Academy's agreed systems and procedures.
- Managing high student standards with respect to behaviour, uniform, attendance, and punctuality.
- Assisting Senior Leaders/Deputy Headteacher, with the implementation of reintegration meetings with parents, following a period of fixed term suspension, and Pastoral Support intervention programmes for students in danger of permanent exclusion within the year group.
- Managing the transition and successful induction of new students into the year group.

## **D. Leading the Development of the Year Team's staff by:**

- Leading high quality professional development opportunities for year team staff, including mentoring and coaching staff, early career teachers, and students on teaching practice.
- Assisting with the implementation of procedures for appointing staff to the year team.
- Contributing to the Appraisal Policy & procedures in developing and reviewing ethos targets, where appropriate, and communicating these in a timely fashion to staff appraisal reviewers.

## **E. Monitoring, Evaluating, and Challenging the work of the Year Team by:**

Leading within the year team the process of validated self-review including:

- The annual review of progress data for the year group.
- The production and analysis of data sets and subsequent remedial actions required.
- The monitoring and evaluation of the quality of teaching and learning in PSHE.
- The monitoring and evaluation of student progress, development and welfare, behaviour, attendance, and punctuality across the year group.
- Student voice opportunities to enrich the data set available for evaluation.

## **ADDITIONAL RESPONSIBILITIES**

- Attending and actively contributing to decision making and development of the Academy through attendance at Middle Leader and pastoral meetings.
- Co-ordinating all necessary administration with respect to year group events to ensure they are carried out correctly and promptly.
- Managing the work to be completed by the attached support staff.
- Supporting the Academy's on call system.

These responsibilities will be reviewed in light of the Academy's development plan and changing needs.

# Person Specification

## Teacher of PE

The successful candidate will be someone with enthusiasm, initiative and very good subject knowledge. S/he will demonstrate a clear commitment to promoting the highest possible standards of achievement and developing excellent relationships with staff and students across the full age and ability range at St. Mary's. The person appointed will have a professional and personal profile that most closely matches the specification given below:

### QUALIFICATIONS

- Qualified teacher status at graduate level.
- Essential PE or Sport Degree/Degree containing substantial PE element.
- Recent professional development/teaching placement relevant to the post.

### EXPERIENCE, SKILLS, KNOWLEDGE and APTITUDE

- A clear philosophy for the teaching of PE.
- Knowledge of some strategies that will enhance learning and raise the attainment of all students in PE.
- Ability to use PE to transform learning.
- Effective communicator – verbally and in writing.

### PERSONAL QUALITIES

- Ability to form good relationships with both colleagues and students.
- Commitment to actively supporting the distinctive ethos of the school.
- Commitment to assisting with the development of extra-curricular activities.
- Resilience, commitment, ability to work under pressure and a sense of humour.
- An excellent attendance and punctuality record. (Please note that excellent attendance is considered to be 95% attendance over the past two academic years. Governors will take note of one off illnesses/absences and individual circumstances).
- High expectations of all students.
- Enthusiasm for career development.

The standard contact time for teachers is 42 out of 50 periods per fortnight (this will be adjusted for an ECT).

# Safeguarding Information

## Introduction

The Blessed Edward Bamber Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children, including 'Keeping Children Safe in Education' guidance. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

## Safer Recruitment

Job descriptions and person specifications make reference to safeguarding and child protection. All posts are subject to satisfactory completion of enhanced Disclosure and Barring Service certificate (DBS) checks. All advertisements include a safeguarding statement and commitment.

## Application Stage

All applicants are scrutinised to verify identity and academic qualifications, Professional references are requested using our standard pro-forma for short-listed candidates. As a minimum, references should be from the two most recent employers and a Parish Priest if applicable. References are checked against previous employment history and gaps in employment. Professional references must be obtained from work email addresses. Our standard reference proforma makes reference to suitability to work with children and young people. The application form requires applicants to complete a disclosure of any criminal convictions.

## Short listing

Only those candidates meeting the criteria outlined in the person specification will be shortlisted. All short-listed candidates will be subject to an online search as part of our safer recruitment due diligence.

## Interview

Shortlisted candidates will take part in an interview and selection process. Candidates will be asked to address any discrepancies or gaps in their employment history. Candidates will be reminded of their responsibility to disclose any criminal convictions if they have not already done so. Proof of identity, qualifications and right to work in the UK must also be provided at interview.

## Appointment

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts. Other pre-employment compliance checks will be carried out. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online searches, medical check, evidence of qualifications plus verification of the right to work in the UK. For teaching positions, barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

## Probation

All new staff will be subject to the trust probation procedures for a period of 6 months. The probation period is to enable the assessment of an employee's suitability for the job and which includes a review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

## Equal opportunities

BEBCMAT recognises the value of, and seeks to achieve a diverse workforce. BEBCMAT takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. The Trust is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

## General Data Protection Regulation

BEBCMAT is committed to ensuring that the privacy of an individual is protected. By signing a contract of employment, the employee is agreeing to the Trust processing their personal data, including 'sensitive personal data' as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/or administrations, as well as complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to the Trust. A full list of these organisations is available on request from the CFO.



Blessed Edward Bamber  
**Catholic Multi Academy Trust**