

# Holy Cross Catholic Multi Academy Company (MAC)



*Achieving together in faith*

## Teacher of English and Media Application Pack



# Bishop Ullathorne Catholic School



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Applications must be made via the **My New Term** jobs portal

If you have any questions regarding this vacancy, please contact:

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Holy Cross Catholic  
Multi Academy Company  
Achieving Together in Faith



February 2026

Dear Candidate

On behalf of the Board of Directors for Holy Cross Catholic MAC, we would like to thank you for your interest in the post of **Teacher of English and Media** at Bishop Ullathorne Catholic School within our Multi Academy Company. The school is one of the seven Catholic schools (2 secondary and 5 Primary) that are part of the Holy Cross Catholic Multi Academy Company (HCCMAC) which opened on 1 September 2019.

This letter is intended to help you complete the online application form on **My New Term**. If you have any difficulties, please contact the school. The application form is your opportunity to provide all the information we will require to help us understand how you meet the requirements of the post advertised. Similarly, it plays an important part in the selection process allowing us to short-list candidates for interview and helping as a basis for the interview itself. To ensure fairness to all applicants, short-listing decisions are based solely on the information you supply on your application form. Even if we already know you as a current or previous employee, it is important that you complete the form in full.

All vacancies are accompanied by a job description and a person specification setting out the main duties and responsibilities of the post in the job description, and the knowledge, skills and experience we are looking for in the person specification.

**Please read this information carefully as you will not be short-listed for interview unless you meet the essential criteria described in the Person Specification.**

Depending on the number and quality of applications, it may not be possible to shortlist for interview all candidates who meet the Essential Criteria. We are unable to accept CVs so please do not send us your CV.

The 'Relevant skills & experience' section of the online form is your opportunity to tell us specifically why you wish to apply and what makes you a suitable applicant. You should include anything you feel would be useful in support of your application telling us as much as possible about yourself in relation to all the items listed in the job description.

Please remember that those involved in the selection process cannot make assumptions about you. - tell us everything relevant to your application and complete all the sections on the form.

## **DATA PROTECTION**

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate. Holy Cross MAC Academy reserve the right to check the validity and accuracy of your application if successful.

## **EQUAL OPPORTUNITIES**

Information provided by you on the Equal Opportunities Monitoring Form will be used to monitor our equal opportunities policy and practices. This part of the form will be detached from the main body of the application form and will not form any part of the selection process.

## **WORK PERMITS**

Under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. Shortlisted applicants will be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to any offer of employment being made.

## **DBS CHECKS**

In line with our safeguarding and child protection policy, all employees and volunteers working in specific roles at the Academy will be subject to satisfactory clearance being obtained from the Disclosure and Barring Service. The check will be undertaken as part of the appointment process with the successful candidates. If you are invited to interview, you will be asked to bring this information with you.

**PLEASE NOTE** We will take up references for all shortlisted candidates prior to interview and reserve the right to validate all information entered on the application form. Please ensure that any person who is asked to act as a Referee knows this information and is available to give a reference during this time. We expect all our staff and employees to be in sympathy with our Catholic values and help us to achieve the vision that we have set ourselves to work towards.

Yours faithfully

A handwritten signature in black ink that reads "Boyle".

**Mrs Sarah Boyle**  
**Headteacher**  
**Bishop Ullathorne Catholic School**





# Bishop Ullathorne Catholic School

## Job Description

### Teacher of English and Media

| Post Title               | Subject Teacher  |
|--------------------------|--|
| <b>Purpose:</b>          | <ul style="list-style-type: none"><li>• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.</li><li>• To monitor and support the overall progress and development of students as a teacher/ Form Tutor.</li><li>• To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.</li><li>• To contribute to raising standards of student attainment.</li><li>• To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.</li></ul> |
| <b>Reporting to:</b>     | Head of Department   |
| <b>Responsible for:</b>  | Teaching of English and Media and as a Form Tutor, teaching the designated pastoral programme  |
| <b>Disclosure level:</b> | Enhanced   |

## Main (Core) Duties

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| <b>Operational/Strategic Planning:</b> | <ul style="list-style-type: none"><li>• To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Department.</li><li>• To contribute to the Curriculum Area and the department's improvement plan and its implementation.</li><li>• To plan and prepare lessons.</li><li>• To contribute to the whole school's planning activities.</li></ul> |
| <b>Curriculum Provision:</b>           | <ul style="list-style-type: none"><li>• To assist the Head of Department and the Deputy Head Teaching and Learning, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.</li></ul>   |

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| <b>Curriculum Development:</b> | <ul style="list-style-type: none"> <li>To support 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.</li> </ul>   |
| <b>Staffing:</b>               | <ul style="list-style-type: none"> <li>To take part in the school's staff development programme by participating in arrangements for further training and professional development.</li> <li>To continue personal development in the relevant areas including subject knowledge and teaching methods.</li> <li>To engage actively in the Performance Management Review process.</li> <li>To ensure the effective/efficient deployment of classroom support.</li> <li>To work as a member of a designated team and to contribute positively to effective working relations within the school.</li> </ul>   |
| <b>Quality Assurance:</b>      | <ul style="list-style-type: none"> <li>To help to implement school quality assurance procedures and to adhere to those.</li> <li>To contribute to the process of monitoring and evaluation of the Subject curriculum area in line with agreed school procedures, including evaluation against quality standards and performance criteria.</li> <li>To seek/implement modification and improvement where required.</li> <li>To review from time to time methods of teaching and programmes of work.</li> <li>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.</li> </ul> |

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| <b>Management Information:</b> | <ul style="list-style-type: none"> <li>To maintain appropriate records and to provide relevant, accurate and up-to-date information for registers, etc.</li> <li>To complete the relevant documentation to assist in the tracking of students.</li> <li>To track student progress and use information to inform teaching and learning.</li> </ul> |
| <b>Communications:</b>         | <ul style="list-style-type: none"> <li>To communicate effectively with the parents of students, as appropriate.</li> <li>Where appropriate, to communicate and co-operate with persons or bodies outside the school.</li> <li>To follow agreed policies for communications in the school.</li> </ul>  |

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| <b>Marketing and Liaison:</b>   | <ul style="list-style-type: none"> <li>• To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, Review days and liaison events with partner schools.</li> <li>• To contribute to the development of effective subject links with external agencies.</li> </ul>  |
| <b>Management of Resources:</b> | <ul style="list-style-type: none"> <li>• To contribute to the process of the ordering and allocation of equipment and materials.</li> <li>• To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.</li> <li>• 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.</li> </ul>  |
| <b>Pastoral Systems:</b>        | <ul style="list-style-type: none"> <li>• To be a Form Tutor to an assigned group of students.</li> <li>• To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.</li> <li>• To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System.</li> <li>• To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.</li> <li>• To evaluate and monitor the progress of students and keep up-to-date student records as may be required.</li> <li>• To contribute to the preparation of Action Plans and progress files and other reports.</li> <li>• To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.</li> <li>• 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.</li> <li>• To contribute to CPSHE according to school policy.</li> <li>• To apply the behaviour management systems so that effective learning can take place.</li> </ul> |
| <b>Teaching:</b>                | <ul style="list-style-type: none"> <li>• 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.</li> <li>• To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</li> <li>• To provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students.</li> <li>• To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.</li> </ul>   |



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|  | <ul style="list-style-type: none"> <li>• To undertake a designated programme of teaching.</li> <li>• To ensure a high-quality learning experience for students, which meets internal and external quality standards.</li> <li>• To prepare and update subject materials.</li> <li>• To use a variety of delivery methods which will stimulate learning, appropriate to student needs and demands of the syllabus.</li> <li>• 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.</li> <li>• To undertake assessment of students as requested by external examination bodies, departmental and school procedures.</li> <li>• To mark, grade and give written/verbal and diagnostic feedback as required.</li> <li>• To ensure the learning environment is of a high standard and classroom display is conducive to learning. Display should be updated half termly in accordance with the school's Display Policy.</li> </ul> |
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#### **Other specific duties**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's 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 duty as specified by the Headteacher not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

To undertake such other duties that may be requested by the Headteacher.

#### **Ethos and Culture**

To provide leadership in promoting an ethos and culture within the department that is in line with achieving the aims of the school.

To facilitate, within the whole school, behaviours that support and contribute towards developing the values of the school.

**Equality and Diversity**

Work within and promote compliance with the School's Equality Duty Information and Objectives Document.

**Training and Development**

To attend relevant training and development courses as required and identified during performance appraisals. The performance and development needs of the Subject Teacher will be reviewed at least once a year by the line manager.

**Safeguarding**

Bishop Ullathorne is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role requires an enhanced Disclosure and Barring Service check.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Bishop Ullathorne is a non-smoking site.

## Teacher of English and Media

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| <b>Qualifications and Training</b> | <ul style="list-style-type: none"> <li>• Qualified Teacher Status – Degree or equivalent</li> </ul>   | Essential |
|                                    | <ul style="list-style-type: none"> <li>• Good honours degree (First or Second Class)</li> </ul>   | Essential |
|                                    | <ul style="list-style-type: none"> <li>• Higher professional qualification.</li> </ul>  | Desirable |
| <b>Experience</b>                  | <ul style="list-style-type: none"> <li>• Relevant teaching experience or teaching practice in the subject.</li> </ul>   | Essential |
|                                    | <ul style="list-style-type: none"> <li>• Experience of teaching a wide range of abilities.</li> </ul>   | Essential |
|                                    | <ul style="list-style-type: none"> <li>• Experience of tutor role.</li> </ul>   | Desirable |
| <b>Skills and Knowledge</b>        | <ul style="list-style-type: none"> <li>• Support for the distinctive ethos of this Catholic school.</li> </ul>  | Essential |
|                                    | <ul style="list-style-type: none"> <li>• The ability to contribute to the creation of our positive school ethos, in which every individual is treated with dignity and respect and where students feel safe, secure and confident.</li> </ul> | Essential |
|                                    | <ul style="list-style-type: none"> <li>• A clear understanding of the characteristics of high quality teaching and learning and achievement for all students.</li> </ul>  | Essential |
|                                    | <ul style="list-style-type: none"> <li>• Knowledge of current issues and recent developments in the curriculum area.</li> </ul>   | Essential |
|                                    | <ul style="list-style-type: none"> <li>• Ability to operate as a team member within a consultative structure.</li> </ul>  | Essential |
|                                    | <ul style="list-style-type: none"> <li>• Ability to maintain order and discipline in a positive learning environment.</li> </ul>  | Essential |
|                                    | <ul style="list-style-type: none"> <li>• An awareness and understanding of the strategies required to motivate and enthuse all students.</li> </ul>   | Essential |
|                                    | <ul style="list-style-type: none"> <li>• Proficiency in the use of ICT for well-developed communication skills and ability to communicate in a style that is appropriate to the receiver.</li> </ul>  | Essential |

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|                                | <ul style="list-style-type: none"> <li>• Ability to lead initiatives, support the process of change and work effectively in a team.</li> <li>• Secure commitment to a clear aim and direction for the subject.</li> <li>• Understanding of particular needs of students with SEND.</li> <li>• Awareness of factors affecting language and learning across the curriculum.</li> <li>• Knowledge/ involvement in cross curricular initiatives/ projects or whole school developments.</li> <li>• A willingness to contribute to extracurricular activities</li> </ul> | <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>  |
| <b>Personal Qualities</b>      | <ul style="list-style-type: none"> <li>• A commitment to the vision of our school and to the academy as a whole.</li> <li>• A commitment to inclusive education.</li> <li>• Ability to form good working relationships with students and staff.</li> <li>• High standards and expectations.</li> <li>• Ability to use student assessment data to raise achievement.</li> <li>• Outstanding communication skills.</li> <li>• Reliability and integrity.</li> <li>• Enthusiasm for the subject.</li> <li>• Ability to use own initiative.</li> </ul>                  | <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> |
| <b>Attitude and Motivation</b> | <ul style="list-style-type: none"> <li>• Genuine interest in young people.</li> <li>• Patience, good sense of humour and ability to keep things in perspective.</li> <li>• Conscientious.</li> <li>• Diplomatic and professional.</li> </ul>  | <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>  |

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|  | <ul style="list-style-type: none"> <li>• Resilient and adaptable.</li> <li>• Ability to work flexibly and outside of normal working hours, when required.</li> <li>• Keen to learn and to undertake training.</li> </ul> | <p>Essential</p> <p>Essential</p> <p>Essential</p> |
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## **Our English and Media Department**

Our English and Media Department are a flourishing team who are committed to working together to provide high standards, innovative and inspirational teaching and the best possible curriculum opportunities for all.

We are a close team of full and part time teaching staff. The combination of experience and youth generates a creative and dynamic team of specialists, who enjoy working together and sharing good practice. Our department thrives on being involved in various whole school initiatives where we are given opportunities to contribute to teaching and learning across the whole school. We are an outstanding department and take pride in the fact that a large majority of students consistently make outstanding progress.

As a department we are committed to extra-curricular activities, which promotes both personalised learning and inclusiveness within our Christian community. We run many successful trips which significantly add to the enjoyment of our children's curriculum and their developing appreciation of English and drama.

Our intent is to develop eloquence through a love of the written word. To encourage and enable students to become passionate, well informed and thoughtful readers, writers and speakers who are sensitive to the effects words can have on people.

We are constantly reviewing and revising our methods of teaching and learning to support further achievement. One of the strengths of the department is that it uses data to identify potential and to set challenging targets for each individual pupil in all key stages. We have been acknowledged as a model of good practice.

The schemes of learning are very detailed and provide excellent resources for new teachers, but we encourage each other to bring our own creativity to these schemes to further enhance them. Our schemes of learning offer opportunities for students to become independent and creative thinkers.

### **English Curriculum:**

#### **Key Stage 3:**

Students follow the statutory programme of study. We deliver a varied curriculum which provides many opportunities for all learners to develop their ability to express themselves creatively and imaginatively and to communicate with others confidently and effectively. The

curriculum offers a wide range of reading texts, a variety of genres and pre and post 1914 literature.

**Key Stage 4:**

Our department follows the AQA English Language and Literature specification

**Key Stage 5:**

Our department currently offers English Literature and follows the AQA English Literature A specification.

**Media Studies**

Key Stage 4 and Key Stage 5 currently follow the AQA specification.

**Extra Curriculum:**

Our department believes in offering students a wide variety of extra-curricular activities in order to enhance their understanding and love of our subject. Throughout the year, we inspire students of all ages to enter writing competitions and take part in reading challenges. We have a creative writing club and Spelling Bee Challenges.

As a whole, we pride ourselves on our energy and commitment to extra-curricular activities and strive to enhance our students' academic, emotional and social development.

## **Safer Recruitment at Bishop Ullathorne Catholic School**

Bishop Ullathorne Catholic School is part of Holy Cross 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 (DBS) check and where relevant, a childcare disqualification check.

Any offer of employment will be subject to satisfactory pre-employment checks including two suitable references, evidence of Right to Work, medical clearance and where applicable a prohibition check and evidence of qualifications. All successful candidates will be required to present their birth certificate along with evidence of any name changes.

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Further information can be found in the DBS filtering guide.

This post is covered by Part 7 of the Immigration Act (2016). Therefore, the ability to speak fluent and spoken English is an essential requirement for this role.

An online social media check will also be carried out as part of due diligence on all conditional offers of employment.





# Why work at Bishop Ullathorne?



**Ofsted 2024:** *“Bishop Ullathorne is a welcoming, caring school community. The values of the ‘Ullathorne way’ underpin all aspects of school life. Pupils value the school’s ethos and it contributes to why so many have very good attendance.”*

## Teacher

*“Our school is a community in which we all smile and support each other; we all nurture potential; we all have a voice and we take the opportunity to be our true self.”*



## Senior Teacher

*“Staff and students have a good relationship with each other. We are all working together towards being an outstanding school. I have been here for many years and had the opportunity to change my responsibilities. It has given me different experiences and challenges.”*

## Year 8 Student

*“I like Bishop Ullathorne because I feel valued. I know that there is always someone I can go to if I have a problem.”*