



Bishop Ullathorne
Catholic School

Part of Holy Cross Catholic MAC

Second in Department APPLICANT PACK

July 2026

Holy Cross MAC was formed in September 2016 when 5 catholic primary and 2 catholic secondary schools in Coventry joined together. Holy Cross Catholic MAC has over 4,000 pupils and employs over 450 staff across our seven schools - all of which are very popular and highly successful.



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 Religious Education** 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 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 help 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 C 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 reserves 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.

For further details about the school please visit the school website <https://www.bishopullathorne.co.uk/> or for further details regarding the MAC please visit <https://www.hcmac.co.uk>

Details regarding the post are available from Holy Cross Catholic MAC recruitment website at:

[Holy Cross Catholic Multi-Academy Company - Vacancies](#)

Visits to the school are encouraged prior to application. Please contact the HR and Admin Officer, Zoe Stanbridge to arrange an informal visit to the school, or if you would like an informal discussion about the role: 02476 414 515.

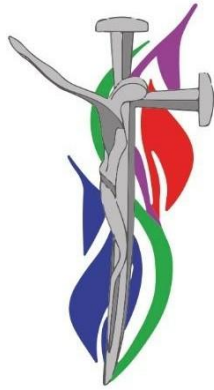
We look forward to receiving your application.

Yours faithfully



Sarah Boyle
Headteacher
Bishop Ullathorne Catholic School
Holy Cross Catholic MAC





Holy Cross Catholic Multi Academy Company

Achieving together in faith

Motto

Achieving Together in Faith.

Mission

Our school communities are united as the family of God to provide an outstanding Catholic education for all our pupils. With Christ at the centre of all we do, we will inspire every child to be the best person they can be by developing their God given gifts and talents.

Aims:

- H** High aspirations for all
- O** Outstanding education - to create an ethos of collective responsibility, through which we will promote achievement and improve pupil performance
- L** Living out Gospel values and celebrating the Catholic ethos in all our schools with reconciliation and peacefulness at the heart of all we do
- Y** Young people - who are resilient and make a positive contribution to their diverse and changing communities
- C** Community - strengthening and nurturing the Catholic life of our schools
- R** Realising talent by developing pupils, staff, academy representatives and Directors for the benefit of the Holy Cross community
- O** Optimising our resources to realise best-value by sharing assets and using economies of scale
- S** Standards - to maintain the highest quality of Catholic education by ensuring accountability at all levels
- S** Service to God by serving others in our school and local communities and national and international communities in need.





Bishop Ullathorne Catholic School

Part of Holy Cross Catholic MAC

Soli Deo - For God Alone

We are a truly comprehensive school which serves a very wide area of Coventry, including the most advantaged and disadvantaged wards in the city. Our 1147 students are drawn from six parishes and partner primary schools. They reflect the needs, aspirations and life experiences found in the diversity of the city in which we serve.

Holy Cross Catholic Multi Academy Company is a supportive and sharing community of schools that helps all the schools to grow and enrich one another.

We have an ambitious staff who are committed to the success of every pupil in our school. We work well together to provide a curriculum tailored to the needs of all. The pastoral care of our students is also at the heart of what we do to support the learning and success of our young people. One of the wonderful truths about the students at our school is that they appreciate the talents and the skills of others. They demonstrate this through their responses during assemblies, the presentation of awards, school productions, music, and liturgy. This is due to the quality, depth, and warmth of relationships between students and between students and staff.

Our vision

The most important people in our school are the young people who give purpose to our mission. We believe in their unique dignity, made in the image and likeness of God, and this inspires us to provide a Catholic education which meets the needs of every student. We are deeply committed to educating the whole person of every student so that they may come to live life to the full. The teachings of Christ found in our Catholic faith, daily collective worship, assemblies, retreats, and celebrations of Mass are rooted in the heart of our school community. They provide direction for all that we do. The school has a beautiful chapel where the Blessed Sacrament is reserved. Our very able and committed Chaplain celebrates Mass with us each week and supports our provision for the spiritual development of our students and staff.

Our school is totally committed to ensuring that our students know and feel they are loved and accepted by the people they are. Our work aims to fill them with hope and ambition for themselves now and for their future lives beyond school, whether it is university, college, or an apprenticeship which awaits.

The school became part of the Holy Cross Catholic Multi Academy Company from 1 September 2019 along with Cardinal Newman Catholic Secondary School and Christ the King, Saint Elizabeth's, Saint Augustine's, Saint John Vianney and St Thomas More Catholic Primary Schools, which are all located in



Coventry. As part of the wider Diocesan vision, we will be working towards merging with other local Catholic schools in the future to form a larger Catholic Multi Academy Trust (CMAT).

Bishop Ullathorne is proud to work in strong collaboration with other schools within the Holy Cross Catholic MAC to offer expertise and to benefit from the best practice in our excellent family of schools.

The school is situated in Finham within easy access of all areas of Coventry and commutable from surrounding areas such as Birmingham, Solihull, Leamington Spa and Sutton Coldfield.



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.”*

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.”*

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.”*



Advert

Second in Department Religious Education



Bishop Ullathorne
Catholic School

Part of Holy Cross Catholic MAC

Required for September 2026

Salary: TLR2b

The Board of Directors of the Holy Cross Multi Catholic Academy Company and the Governors of this popular and successful Catholic school are looking to appoint an enthusiastic and dedicated Teacher of Religious Education who is committed to promoting the Catholic ethos of the school and inspiring pupils in their faith and learning. You will play a key role in supporting pupils' personal and academic development while promoting the school's values and high expectations. We welcome applications from passionate educators who bring creativity, strong subject knowledge, and a commitment to nurturing every student's potential.

Holy Cross Catholic MAC and Bishop Ullathorne Catholic School can offer you:

- a welcoming community with a strong Catholic ethos where all our children 'Learn and Grow as God's Holy People'.
- supportive Directors and MAC Central Team to support you in all aspects of school life.
- dedicated and supportive Governors and staff team who are keen to build high standards and who are committed to professional development.
- a strong, supportive learning community.
- enthusiastic, happy, caring children from our culturally diverse community.
- a 12-month mentoring scheme upon appointment.

Bishop Ullathorne is a highly successful 11-18 Catholic comprehensive school set in 44 acres grounds in the pleasant outskirts of South Coventry. This is a fantastic opportunity to help lead the school and make a significant contribution to the future success of the school. We are located within easy access of all areas of Coventry and commutable from surrounding areas of the West and East Midlands.

Online application forms and details regarding the post are available from Holy Cross Catholic MAC's recruitment website at:

[My New Term](#)

Closing date for applications:

Thursday 9th July 2026

Interviews:

To be confirmed



Bishop Ullathorne Catholic School, 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 (201c). 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.





Second in Religious Education Job Description

Job Title:	Second in Religious Education
Scale:	TLR2b
Contract:	Permanent
Responsible To:	Headteacher

Purpose:	<ul style="list-style-type: none">• To support the Head of Religious Education and to deputise when and where appropriate.• To provide professional leadership and management within the department in order to secure high quality teaching, the effective use of resources and improved standards of learning and achievement of students.• To play a full part in the life of the school community, to support our distinctive mission and ethos and to encourage and ensure staff and students follow this example.
Reporting to:	Head of Department
Responsible for:	Teaching of Religious Education and as a Form Tutor, teaching the designated pastoral programme
Disclosure level:	Enhanced



Main (Core) Duties

<p>Operational/ Strategic Planning:</p>	<ul style="list-style-type: none"> • To contribute to the development of appropriate syllabi, resources, schemes of learning, marking policies, assessment and teaching and learning strategies in the department. • To work with colleagues to formulate strategic plans for the department which have coherence and relevance to the needs of students and to the aims and strategic plans of the school. • With department members, ensure that the work in the curriculum area fully reflects our school's distinctive ethos and mission. • Ability to contribute to our positive school ethos, in which every individual is treated with dignity and respect and where students feel safe, secure and confident.
<p>Curriculum Provision:</p>	<ul style="list-style-type: none"> • To liaise with the Subject Leader and team members to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective maths curriculum programme which complements the School Improvement Plan. • To be accountable for aspects of the development and delivery of a key stage in Religious Education.
<p>Curriculum Development:</p>	<ul style="list-style-type: none"> • To contribute to curriculum development for the department. • To keep up to date with national developments in Religious Education teaching practice and methodology. • To actively monitor and review curriculum development at a key stage, including initiatives at national, regional and local levels.
<p>Staffing:</p>	<ul style="list-style-type: none"> • To assist the HOD to work with the SLT I/C Teaching and Learning and Professional Development to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. • To assist the HOD to make appropriate arrangements for classes when staff are absent, liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department. • To assist the HOD in the efficient and effective deployment of the Department's support staff in the key stage.



Quality Assurance:	<ul style="list-style-type: none"> • To assist the HOD to ensure the effective operation of quality control systems within the designated key stage. • To assist the HOD to establish the process of the setting of targets within the department and to work towards their achievement. • To assist the HOD to establish common standards of practice within the department and develop effective teaching and learning styles within the department.
Management Information:	<ul style="list-style-type: none"> • To assist the HOD to ensure the maintenance of accurate and up-to-date information concerning the department to make use of analysis and evaluate performance. • To assist the HOD to produce reports within the quality assurance cycle for the department in the relevant key stage. • To assist the HOD to produce reports on examination performance, including the use of value-added data. • To assist the HOD in conjunction with the relevant SLT member to manage the Department's collection of data.
Communications:	<ul style="list-style-type: none"> • To assist the HOD to ensure that all members of the department are familiar with its aims and objectives
Marketing and Liaison	<ul style="list-style-type: none"> • To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, Review days and liaison events with partner schools. • To contribute to the development of effective subject links with external agencies.
Management of Resources:	<ul style="list-style-type: none"> • To contribute to the process of the ordering and allocation of equipment and materials. • To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources. • To co-operate with other staff to ensure a • sharing and effective usage of resources to the benefit of the school, department and the students.



Pastoral Systems:

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

Teaching:

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



- To mark, grade and give written/verbal and diagnostic feedback as required.
- 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.

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.

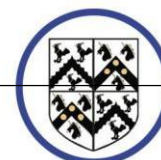
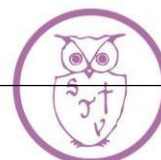
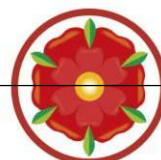
Equality and Diversity

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.

Second in Religios Education Person Specification

Qualifications and Training	<ul style="list-style-type: none"> • Qualified Teacher Status - Degree or equivalent • Good honours degree (First or Second Class) • Higher professional qualification. 	Essential Essential Desirable
Experience	<ul style="list-style-type: none"> • Relevant teaching experience or teaching practice in the subject. • Experience of teaching a wide range of abilities. • Experience of tutor role. 	Essential Essential Desirable
Skills and Knowledge	<ul style="list-style-type: none"> • Support for the distinctive ethos of this Catholic school. • 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. • A clear understanding of the characteristics of high quality teaching and learning and achievement for all students. • Knowledge of current issues and recent developments in the curriculum area. • Ability to operate as a team member within a consultative structure. • Ability to maintain order and discipline in a positive learning environment. • An awareness and understanding of the strategies required to motivate and enthuse all students. • Proficiency in the use of ICT for well-developed communication skills and ability to communicate in a style that is appropriate to the receiver. • Ability to lead initiatives, support the process of change and work effectively in a team. • Secure commitment to a clear aim and direction for the subject. 	Essential Essential Essential Essential Essential Essential Essential Essential Essential



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



Our Religious Education Department

Our primary vision for the department, ourselves and our students is
“to realise our true value as children of a God who loves us”

Our Religious Education Department at Bishop Ullathorne is a happy and flourishing team who are committed to working together to provide extremely high standards of Teaching and Learning. The RE department delivers a rigorous and challenging curriculum of common and alternative religious beliefs. The delivery of this through innovative and inspirational teaching, and a deep and broad curriculum, in line with the Bishops Conference Curriculum Directory and the Teaching of the Catholic Church. The department follows the example and teachings of Jesus to serve the students in our school, to ultimately give them the knowledge and skills to be positive participants in our society.

This enables all students to develop critical, analytical skills for future professional life alongside personal skills of compassion, respect, consideration, empathy and enable them to engage with modern culture in a more sophisticated way.

The department also exists to support, encourage and guide the students in our school to develop their own personal beliefs. The staff in the department are role models of the values we teach; integrity, conviction, morality, respect and tolerance.

We are a large team of specialists; five full-time teaching staff and two part-time teachers of RE, including the SENDCo. The team is well established and is at the forefront of teaching and learning within our school. The department has a high profile in the school with two members of the department represented on SLT. The department is committed to rigorous self-evaluation and continually approaches new initiatives with enthusiasm.

We are a highly respected department both within the school and recognised by the Diocese for our outstanding results. In the last Section 48 Inspection, carried out June 2022, it was noted that “Religious Education is at the forefront of development, and innovation is a strength which ensures the highest quality curriculum experience for pupils” and is rated as an outstanding department.

The religious and spiritual life of our school is of the utmost importance and we operate under the belief that Christ is at the centre of everything we do. Pride of place is given to the various liturgies we offer throughout the Liturgical calendar. Mass is celebrated weekly and on Feast Days. Advent and Lent are marked in a very special way for our students. We are privileged to have our own school Chapel in which the Blessed Sacrament is reserved. All our students are offered a retreat experience, either residential or within school grounds and we have a full time Lay Chaplain who conducts exceptional work with our students spiritual input. Father Stephen is our popular and well respected Chaplain who makes an important contribution to the spiritual formation of our students and staff. He spends at least one day a week in school.

The religious and spiritual ethos of our school complements RE lessons which, are taught as part of the core curriculum. Foundational to this, the school promotes the values set out in our “Ullathorne Way”, inspired by the Jesuit Pupil Profile. Everything we do in the school is grounded in the core Gospel Values and all students are expected to adhere to these standards.

We are a very successful department; the RE examination results at both Key Stage 4 and 5 are consistently high and significantly above National average, and we are very proud of our success.



Curriculum Provision

Key Stage 3

Year 7,8 and 9 are fully compliant with the new RECD, and have implemented the spiral curriculum so that each year group covers these topic areas in greater depth each year.

Term	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Unit Title	Creation and Covenant (Year 7 also covers a short topic on the life of Bishop Ullathorne)	Prophecy to Promise	Galilee to Jerusalem	Desert to Garden	To the ends of the Earth	Encounter and Dialogue

Key Stage 4

EDUQAS Route B

Component 1: Foundational Catholic Theology

- Origins and Meaning
- Good and Evil

Component 2: Applied Catholic Theology

- Life and Death
- Sin and Forgiveness

Component 3: Judaism Beliefs and Practices

Key Stage 5

OCR

Paper 1: Philosophy

Paper 2: Ethics

Paper 3: Christian thought and development





Bishop Ullathorne Catholic School

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Bishop Ullathorne Catholic School

Leasowes Avenue

Coventry

CV3 6BH

Please refer to our website for further details about our school: <https://www.bishopullathorne.co.uk/>

