



Bishop Ullathorne
Catholic School

Part of Holy Cross Catholic MAC

Associate Assistant Headteacher

APPLICANT PACK

July 2026

Holy Cross Catholic 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 Geography 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 Catholic 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.

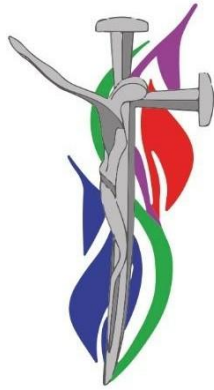
We look forward to receiving your application.

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

Associate Assistant Headteacher



Bishop Ullathorne
Catholic School

Part of Holy Cross Catholic MAC

Required for September 2026

Salary: Pay Scale L12

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 innovative Associate Assistant Headteacher to join our vibrant and supportive secondary school community. The successful candidate will be committed to delivering high-quality teaching that inspires curiosity about the world and fosters a deep understanding of geographical concepts. 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, achieving together in faith.
- 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 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: 8am on 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.





**Associate Assistant Headteacher
Job Description**

Job Title:	Associate Assistant Headteacher
Scale:	Pay Range L12
Contract:	Fixed Term 12 Months
Responsible To:	Headteacher

Purpose:	Duties and responsibilities: As Associate Assistant Headteacher, you will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document. The post will require you to work in partnership with the Headteacher, Governors, and the Directors of the Holy Cross Catholic Multi Academy Company and staff to ensure the continuous improvement of the school. You will be responsible for specific tasks and the leadership of whole-school aspects, which will be determined in consultation with the Headteacher. Specific tasks: Collaborating with the Senior Assistant headteacher and Assistant headteacher for Quality of Education to develop the use of data across the school Your additional tasks will be performed in conjunction with your current job description.
Reporting to:	Leanne Wale
Responsible for:	TBC
Disclosure level:	Enhanced



Main Duties

<p>Shaping the Future</p>	<ul style="list-style-type: none"> • To develop and enhance the Catholicity and ethos of our school. • To communicate compellingly our school vision and help drive the strategic leadership, empowering all students and staff to achieve excellence. • To demonstrate and set high standards, instilling a strong sense of accountability. • Work to a high standard in implementing agreed policies, priorities and expectations, to set a good example for other colleagues. • Promote a culture of teamwork in which the views of all members of the school community are valued and taken into account. • Contribute to the self-evaluation of the school. • Share responsibility for ensuring that the principles of our Ullathorne Way are firmly embedded in the school's philosophy. • To provide a safe, calm, friendly and well-ordered environment for all students and staff focused on safeguarding students and developing their exemplary behaviour in school and in the wider society. • To ensure that our school's systems, organisation and processes are well considered, efficient and fit for purpose. • To assist in whole school self-review, Appraisal and the identification of school improvement priorities. • To monitor and evaluate the quality of learning and student progress. • To engage in the monitoring process for learning i.e., book scrutiny, students' perceptions, lesson observations, subject leaders' monitoring and evaluation. • To ensure that staff receive the information they need in order to carry out their professional duties effectively..
<p>Teaching and Learning</p>	<ul style="list-style-type: none"> • Share responsibility for the analysis of key school performance data, to ensure priorities are appropriate and improvement in standards is promoted. • Provide training for staff on effective teaching and learning. • Promote the active involvement of pupils in their own learning. • Contribute to target setting; including statutory procedures and targets for individuals and groups of pupils throughout the school. • Support strategies to promote high standards of behaviour. • Contribute to the development of a broad and rich curriculum which meets the needs of the range of pupils



	<p>in the school.</p> <ul style="list-style-type: none"> • Support the development of an effective assessment framework. • Promote the use of ICT to enhance and extend pupils' learning. • Monitor and evaluate classroom practice. • Provide support for colleagues in improving their classroom practice. • Help ensure quality provision for students' religious, spiritual, moral, social and cultural education in line with the distinctive Catholic nature of the school..
Managing the organisation	<ul style="list-style-type: none"> • Contribute to a regular review of the organisation of the school to ensure it meets statutory requirements. • Develop action plans in specified areas of responsibility, in order to bring about improvements. • Contribute to the planning process for the distribution of resources to ensure they meet the schools identified priorities. • Take responsibility for the Performance Management of identified staff. • Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the pupils and value for money.
Securing Accountability	<ul style="list-style-type: none"> • Support the Governing Body in fulfilling its responsibilities under Canon Law to the Diocesan Trustees and in meeting its responsibility to account for the performance of the school. • Support staff in understanding their own accountability and develop approaches to its review and evaluation. • Contribute to the reporting of the performance of the school to parents, carers, Governors and other key partners as necessary.
Strengthening the community	<ul style="list-style-type: none"> • Support the Headteacher in building a school culture based on Gospel values, which takes account of the richness and diversity of the school's communities. • Contribute to policies and practice which promote equality of opportunity and tackle prejudice. • Contribute to the development of a curriculum, which provides pupils with opportunities to enhance their learning within the wider community. • Promote and model good relationships with parents, which are based on partnerships to support and improve students' achievement. • Support the development of relationships with local church and parish communities and with the family of Catholic schools.



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.

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.



**Associate Assistant Headteacher
Person Specification**

Teaching and Learning	<ul style="list-style-type: none"> - Strategies for raising achievement and achieving excellence. The development of a personalised learning culture within the school. - Models of learning and teaching. - The use of new and emerging technologies to support learning and teaching. 	<p>Essential Essential Desirable</p>
Self- Management and Relationship Management	<ul style="list-style-type: none"> - Engage in a dialogue which builds partnerships and community consensus on values, beliefs, and shared responsibility. - Listen to reflect and act on community feedback. - Build and maintain effective relationships with parents, carers, partners, and the community, which enhance the education of all pupils 	<p>Essential Essential Essential</p>
Personal Qualities	<ul style="list-style-type: none"> - A collaborative school vision of excellence and equity that sets high standards for every pupil. - The setting and achieving of ambitious, challenging goals and targets. - Access, analyse and interpret information. 	<p>Essential</p>
Leadership and Management	<ul style="list-style-type: none"> - The equitable management of staff and resources. - The sustaining of personal motivation and that of all staff. - Developing and sustaining a safe, secure, and healthy school environment. - Collaborating with others to strengthen the school's teaching and learning. - A vision of the overall aims and direction of a successful school and be able to communicate these to inspire and motivate others. - The school working effectively and efficiently towards the academic spiritual, moral, social, emotional, and cultural development of all its pupils. - Individual, team, and whole-school accountability for pupil learning outcomes. 	<p>Essential</p>





Bishop Ullathorne Catholic School

Part of Holy Cross Catholic MAC



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/>

