

Holy Cross Catholic Multi Academy Company (MAC)



Achieving together in faith

Teacher of Food and Catering (maternity cover) Application Pack



Contents

1. Candidate Letter
2. Job Description and Personnel Specification

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

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

Lorraine Innes
Support Services Manager
Bishop Ullathorne Catholic School

lorraine.innes@hccmac.co.uk

024 76 414515



Holy Cross Catholic
Multi Academy Company
Achieving Together in Faith



22 October 2025

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 Food and Catering (maternity cover)** 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.

The closing date for receipt of applications is by midnight on Wednesday 5 November 2025.

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

Job Title:	Teacher of Food and Catering (maternity cover)
Salary:	Mainscale from £31,650 to £43,607
Responsible to:	Head of Design & Technology
Liaison with:	Pupils, Teaching and Support staff

The Governing Body of our high-achieving Catholic 11–18 school is seeking to appoint a passionate and dedicated **Teacher of Food and Catering (maternity cover)** to join our vibrant and supportive school community.

This is a fantastic opportunity for a passionate educator to make a real difference in a school that values creativity, innovation, and excellence. Our students are eager to learn, and our staff are committed to nurturing every individual's potential—academically, personally, and spiritually.

We're looking for someone who:

- Brings energy and creativity to the classroom.
- Has a genuine love for food education and a desire to share it.
- Is committed to delivering high-quality, engaging lessons that spark curiosity and develop practical skills.
- Thrives in a collaborative environment and contributes positively to the wider life of the school.

Our school is renowned for its commitment to academic excellence, strong teamwork, and the holistic development of every student. We are looking for someone who shares our values and is eager to make a meaningful impact in the lives of young people.

Applications are warmly welcomed from Early Career Teachers (ECTs) who are eager to begin their teaching journey in a nurturing and professional environment, as well as from experienced practitioners seeking a new challenge in a vibrant and values-driven setting.

Come and be part of a school where your talents will be valued, your ideas welcomed, and your impact felt every day.

Bishop Ullathorne Catholic School is part of the Holy Cross Catholic Multi Academy Company along with Cardinal Newman Catholic Secondary School and Christ the King, St Augustine's, St Thomas More, St Elizabeth's and St John Vianney Catholic Primary Schools which are all located in Coventry. Our Academy moto is "Achieving together in Faith".

We have a fantastic commitment to professional development and believe that the right person can make a real difference. We spend dedicated time on professional development through pedagogy led sessions, breakouts, coaching and other professional activities. All our employees uphold the Catholic ethos of the school regardless of their own belief system, as we strive to provide the best education for our young people.

Job Description:

Teaching and Learning

- To manage student learning through effective teaching, in accordance with the department's schemes of learning and policies.
- To ensure continuity, progression and cohesiveness in all teaching.
- To use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of student needs, and ensure equal opportunity for all students.
- To set homework regularly, in order to consolidate and extend learning and to encourage students to take responsibility for their own learning.
- To work with Special Educational Needs and disability (SEND) and Gifted and Talented (G&T) staff, and support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons.
- To work effectively as a subject team member to improve the quality of teaching and learning.
- To set high expectations for all students, to deepen their knowledge and understanding and to maximise their achievement.
- To use positive management of behaviour in an environment of mutual respect, which allows students to feel safe and secure and promotes their self-esteem.
- To register the attendance of students in class.
- To research new topic areas, maintain up-to-date subject knowledge, and devise and write new curriculum materials.

Monitoring, Assessment, Recording, Reporting and Accountability

- To be responsible for the processes of monitoring, assessment, recording and reporting for students in your charge.
- To contribute toward the implementation of Individual Support Plans, particularly the planning and recording of appropriate actions and outcomes related to set targets.
- To mark students' work and give appropriate and constructive feedback.
- To systematically assess students' work and use the results to inform future planning, teaching and curricular development.
- To be familiar with statutory assessment and reporting procedures, and prepare and present informative, helpful and accurate reports.
- To communicate with parents and carers students' progress and participate in departmental meetings, parents' evenings and whole school training events.
- To undergo regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD).

Subject Knowledge and Understanding

- To have a thorough and up-to-date knowledge and understanding of the national curriculum and specifications for examination courses.
- To comply with all Examination Board regulations in regard to the teaching of examination subjects and the completion of coursework/controlled assessments.
- To keep up-to-date with research and developments in teaching and learning.

Professional Standards and Development

- To be a role model to students, through personal presentation and professional conduct.
- To establish effective working relationships with colleagues .
- To manage the work of support staff to enhance students learning.
- To liaise effectively with parents/ carers and with other agencies with responsibility for students' education and welfare.
- To strive for personal and professional development through active involvement in the appraisal system and performance management procedures.
- Contribute positively to the extra curricular life of the school and to be aware of the need for the school to play a full part in the local community.
- To maintain a working knowledge and understanding of teachers' professional duties, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children.
- To contribute to the school through effective participation in meetings and management systems necessary to coordinate the management of the school.
- To recognise and respond effectively to equality issues as they arise in the classroom and challenging stereotyped views.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Person Specification: Teacher of Food and Catering (maternity cover)

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

	<ul style="list-style-type: none"> • 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. • 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>Essential</p> <p>Essential</p> <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. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
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. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

	<ul style="list-style-type: none"> • Resilient and adaptable. • Ability to work flexibly and outside of normal working hours, when required. • Keen to learn and to undertake training. 	<p>Essential</p> <p>Essential</p> <p>Essential</p>
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Bishop Ullathorne Catholic School

Our Design & Technology Department

Staff

Our Design & Technology Department is a team of three full time teaching staff. Each member of staff is a specialist within their own subject area. The successful candidate will have significant input in the content and delivery of our food and catering courses and work alongside our experienced art textiles and product design specialists.

The team is supported by very able technicians: one works within the product design curriculum area and one works to support our food and art textiles curriculum.

Facilities

We have two separate teaching classrooms used for food and product design theory lessons. These complement our specialist rooms for each subject area which have ample storage space:

- Food/ Catering with twelve electric ovens, food processors and mixers, deep fat fryers, a dehydrator, separate preparation and storage areas.
- Art Textiles with sewing machines, a CAM embroidery machine, two over lockers, a heat press and an embellisher.
- Product Design with a multi-material workshop, including a line bender, vacuum former, two pillar drills, wood lathe and sander, centre lathe, pewter casting area and an extensive preparation room including a circular saw, planer thicknesser and chop saw.

Curriculum Information

Key Stage 3

During Year 7, 8 and 9 students experience all areas of Design & Technology including Art Textiles, Food and catering and Product Design.

Design and Technology has two lessons across the fortnight. Class sizes vary between 20 and 24 students. Courses are planned.

Key Stage 4 and 5

Design & Technology is a popular option subject at Bishop Ullathorne with students making good progress in all subject areas.

Key Stage 4 groups are taught for five hours per fortnight with one double lesson.

The department offers;

- WJEC Level 1/ 2 Award Hospitality and Catering (capped at 20 students)
- Eduqas GCSE Food Preparation and Nutrition (capped at 20 students)(Year 11 only)
- Edexcel GCSE Design and Technology – Polymers (capped at 21 students)
- Eduqas GCSE Art Textiles (capped at 24 students)

Key Stage 5 groups are taught for ten hours per fortnight and students have study periods and a designated work space in our Sixth Form building. We offer Eduqas A Level Art Textiles.



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."

