



SAINT BEDE'S  
CATHOLIC HIGH SCHOOL

# ST. BEDE'S CATHOLIC HIGH SCHOOL

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JOB APPLICATION PACK

**ENGLISH TEACHER with TLR**



*Fons Sapientiae - Fount of Wisdom*



# APPLICATION PACK OVERVIEW

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- Application Pack Overview and Mission Statement
- Headteacher's Welcome
- Job Description
- Person Specification
- How to Apply

## MISSION STATEMENT

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**'We aim to reflect true Christian values proclaimed in the Gospel, and seek to provide a caring community in which young people can grow as balanced individuals, spiritually, morally and intellectually and so participate fully in the real world'.**

Saint Bede's is first and foremost a Catholic Community. The spirit of the Gospel is at the heart of our faith, community and relationships. Our ethos reflects the values taught by Christ in the Gospels: love, dignity, peace, service, faith, truth, justice and stewardship. Our mission in education is a work of love, which provides all of our pupils with exceptional moral and academic formation, so that they can live a full and abundant life. (John 10:10)

We recognise our duty and privilege in upholding the doctrines, traditions and practices of our faith. We regularly unite as a community in celebration of our distinct Catholic identity. We provide a supportive and joyful education of the whole person, helping each of our pupils discern their own unique vocation. We foster a spirit of compassion and service, preparing our pupils to play an active role in the Church, becoming the living body of Christ through support of the most vulnerable and marginalised in our local and global community.

We affirm the value and dignity of each of our pupils and welcome those of other faith and traditions. We recognise that each member of our community is unique in his or her spiritual needs, faith development, interests and motivations. We are committed to ensuring that everyone has the opportunity to come to love Christ more dearly and follow Him more nearly.

# HEADTEACHER'S WELCOME

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Thank you for expressing an interest in applying for the role of **English Teacher with TLR** at Saint Bede's Catholic High School.

As a Catholic school within the Diocese of Lancaster, our ethos of 'Being a Bede' encapsulates what we believe we are all about in our school. We are a family and a community, in which each child in our care is supported and challenged to make the very most of their God-given potential and be the best that they can be in every aspect of their personal, spiritual and academic development.

Our expectations regarding behaviour, uniform and respect for others are unapologetically high. Our pupils are proud to 'Be a Bede' and in turn we are proud of them and their achievements. Visitors to the school frequently comment on the calm and caring atmosphere they experience and the warm welcome they receive from both pupils and staff alike.

We are seeing an enthusiastic and dedicated English Teacher to join our Team, with a Teaching and Learning Responsibility (TLR) tailored to the candidate's skills and experience.

The TLR role will be aligned to the candidates strengths and could include a substantial position within the school's **pastoral support team**, the **English curriculum leadership**, or another area that contributes significantly to **pupils personal development**.

Applicants for the TLR should be able to demonstrate:

- Suitability for **middle leadership development**
- Capability to take on **whole-school responsibilities**
- Commitment to fostering a supportive and inspiring learning environment

This is a fantastic opportunity for a motivated professional looking to expand their leadership experience while making a meaningful impact on our students' academic and personal growth.

Potential candidates are very welcome to visit the school to meet our colleagues, pupils and the Head of English.

We look forward to receiving your application.

Yours sincerely,  
Paul Marsden



# JOB DESCRIPTION

Salary: MPS/UPS with TLR

Reporting to: Mr P Marsden, Headteacher  
Mrs S Blackburn, Head of English

Start Date: January 2026

## MAIN PURPOSE

- Maintain and build upon the standards achieved in the award of QTS (Secondary) as set out by the Secretary of State.
- Meet the expectations set out in the Teachers' Standards.
- Inspire a love of English Language and Literature.
- Teach an ambitious and well-designed curriculum for English.

## ROLE AND RESPONSIBILITIES

### TEACHING AND LEARNING

- To manage pupil learning through effective teaching in accordance with the department's schemes of work and policies.
- To ensure the implementation of a whole-school policy for Reading, Literacy and Numeracy, which provides consistent high-levels of teaching and learning to support pupils' personal and academic development.
- To assist in the process of curriculum development and change, in order to ensure a continued relevance to the needs of pupils, examination and awarding bodies and the mission of the Catholic Church.
- 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 pupil needs and ensure equal opportunity for all pupils.
- To set homework regularly (in accordance with the school homework policy), to consolidate and extend learning and to encourage pupils to take responsibility for their own learning.
- To work with SEN staff and support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximize their effectiveness within lessons.
- To work effectively as a member of the department team to improve the quality of teaching and learning.
- To set high expectations for all pupils, to deepen their knowledge and understanding and to maximize their achievement.
- To use positive management of behaviour in an environment of mutual respect which allows pupils to feel safe and secure and promotes their self-esteem.

### MONITORING, ASSESSMENT, RECORDING, REPORTING AND ACCOUNTABILITY

- To be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge.
- To contribute towards the implementation of Student Passports as detailed in the current Code of Practice particularly the planning and recording of appropriate actions and outcomes related to set targets.
- To assess pupils' work systematically and use the results to inform future planning, teaching and curricular development.
- To be familiar with statutory assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents.
- Keep an accurate register of pupils for each lesson.

### SUBJECT KNOWLEDGE AND UNDERSTANDING

- To have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses.

# JOB DESCRIPTION

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## PUPILS' PROGRESS WITHIN AND BEYOND ASSIGNED GROUPS

The post-holder will support the progress of a wide range of pupils, including those in groups taught by other teachers by coaching and mentoring staff and directly supporting pupils so that pupils will:

- Acquire new knowledge or skills, develop ideas and increase their understanding.
- Apply intellectual, physical and/or creative effort in their work.
- Be productive and work at a good pace.
- Show interest in their work and be able to sustain concentration and think and learn for themselves.
- Understand what they are doing, how well they have done and how they can improve.

## ENHANCE THE TEACHING OF OTHERS

The post-holder will enhance the teaching of others within English by enabling colleagues to:

- Develop and improve subject knowledge and pedagogy.
- Plan effectively, setting clear objectives that pupils understand.
- Challenge and inspire pupils, expecting the most of them, so as to deepen their knowledge and understanding.
- Develop and improve technical competence in teaching basic skills.
- Use methods which enable all pupils to learn effectively.
- Manage pupils well and insist on high standards of behaviour.
- Use homework effectively to reinforce and/or extend what is learned in school.
- Assess pupils' work thoroughly and use assessments to help and encourage pupils to overcome difficulties.

## PROFESSIONAL STANDARDS AND DEVELOPMENT

The successful candidate is expected to:

- Be a role model to pupils through personal presentation and professional conduct.
- Arrive in class, on or before the start of the lesson, and to begin and end lessons on time.
- Cover for absent colleagues as is reasonable, fair and equitable.
- Co-operate with the employer in all matters concerning Health & Safety and that of any other persons who may be affected by their acts or omissions at work.
- Be familiar with the school and Department handbooks and support all the School's policies, E.g. those of Health & Safety, Personal Development, Literacy, Numeracy and ICT.
- Establish effective working relationships with professional colleagues and associate staff.
- Strive for personal and professional development through active involvement in the School's appraisal system and performance development procedures.
- Maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teacher' Pay and Conditions document and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children.
- Liaise effectively with Parent/Carers and with other agencies with responsibility for pupils' education and welfare.
- Undertake any reasonable task as directed by the Head of Department.
- Be aware of the role of the Governing Body of the School and to support it in performing its duties.
- Be familiar with and implement the relevant requirements of the current SEND Code of Practice.
- Consider the needs of all pupils within the lessons (and to implement specialist advice).

*NB: Every subject teacher will be expected to have pastoral responsibilities which will be outlined on appointment.*

## COMMUNICATION

- Communicate effectively with pupils, parents and carers
- Working with colleagues and other relevant professionals
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Assist the Head of English in ensuring a positive, purposeful and productive team spirit within the department.

# JOB DESCRIPTION

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## PERSONAL AND PROFESSIONAL CONDUCT

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities.
- Management of staff and resources
- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them

## EQUAL OPPORTUNITIES

- We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements.
- We expect all employees to understand and promote this policy in their work.

## ATTENDANCE

- Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

## SAFEGUARDING COMMITMENT

- This school is committed to safeguarding and protecting the welfare of children and young people. All staff and volunteers must follow school policies and the staff code of conduct.

*The above sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the post holder could be asked to carry out. Please note that this is for guidance only. Post holders are expected to be flexible, to operate in different areas of work and may be required to undertake a lower graded role as appropriate.*

# HOW TO APPLY

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To apply please use the CES application form, and supporting recruitment documents, attached with this pack and available from the school website.

For your supporting statement, we ask that you complete this on the application form using Calibri/Arial font size 11, and no more than two pages in length.

Your supporting statement must demonstrate the way you meet the job criteria and person specification.

Completed CES Application Forms should be emailed to [head@stbedeslytham.lancs.ch.uk](mailto:head@stbedeslytham.lancs.ch.uk) or posted to:

THE HEADTEACHER,  
SAINT BEDE'S CATHOLIC HIGH SCHOOL,  
TALBOT ROAD, LYTHAM ST ANNES, LANCASHIRE, FY8 4JL

Please note that the closing date for applications is Wednesday 15th October 2025 at 12 noon.

Candidates will be invited to interview by telephone and should ensure that a working contact number is included in their application.

The required start date is January 2026..

If you would like to visit our school before applying, please contact Mrs Kelly, School Operations Manager, on 01253 667 526 or by emailing [skelly@stbedeslytham.lancs.sch.uk](mailto:skelly@stbedeslytham.lancs.sch.uk)

