



**THE BISHOP
FRASER TRUST**

A CHURCH OF ENGLAND MULTI ACADEMY TRUST



APPLICANT INFORMATION PACK

Pastoral Assistant to Head of Year
Bolton St Catherine's Academy



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Pastoral Assistant to Head of Year

Grade E SCP 11-17 (£27,269 - £30,060)

Actual Salary (£29,905.95 - £25,250.39)

37 hours per week

Term Time plus 1 Day

Permanent Contract

Required ASAP

Closing date: Tuesday 22nd April 2025 @ 9.00am

Interview date: TBC

WELCOME TO THE BISHOP FRASER TRUST

From Mrs Tuesday Humby, Chief Executive Officer

Dear Applicant,

In January, I took on the role of chief executive at The Bishop Fraser Trust, and I'm delighted that you are thinking about joining us. The Bishop Fraser Trust is Multi Academy Trust which was set up on the 1st December 2017. Our family of schools are as follows;

- St James's Church of England High School (11-16)
- Canon Slade School (11-18)
- Bolton St Catherine's Academy (3-16)
- Bury Church of England High School (11-16)
- St Catherine's Church of England Primary, Horwich (3-11)

The Trust's vision is based on our strongly held Christian values: **“To allow all children to experience ‘Life in all its fullness’, no matter what their starting point.”** We offer a high quality, inclusive and distinctive education within a caring and nurturing environment based on our Christian values, recognising the uniqueness of each child.

We are an outward facing Trust and constantly look to learn and collaborate with others. We also have an excellent provision via our Train Teach Lead Partnership (TTLP), which offers excellent CPD and school to school support. Our links with Manchester Diocese, GMLP and the Bolton Learning Partnership continues to be strong.

We became a Trust to secure the special nature of our individual schools as we do not think that one size fits all. Our schools still retain considerable autonomy over their curriculum to ensure it is the best possible offer for the context of the school.



Our employees are very important to us as we rise or fall by the professionalism and dedication of our staff. As such, I place great importance on continuous professional development for all staff members and have always strived to create a culture where our educators know that if they go the extra mile for our children, we will do the same for them.

Educational attainment is important to me, I want to make sure we are opening all doors for our children. However, as important to me is children's personal development. I firmly believe that character education is a cornerstone in the development of well-rounded, responsible, and empathetic individuals who will go on to make meaningful contributions to our world. In this way we prepare our pupils to lead 'life in all its fullness'.

When recruiting, we always look for people who share these beliefs. If this strikes a chord with you, then we would love to hear from you.

Tuesday Humby
Chief Executive Officer

WHY WORK FOR THE BISHOP FRASER TRUST?

Professional development

Making thousands of professional decisions every day requires the best evidence, knowledge, and professional wisdom to secure the best outcomes for our children. At TBFT, we recognise the importance of investing in our staff and placing continuous professional development (CPD) at the heart of our efforts to engage, develop, and retain the best talent. We offer a range of development opportunities and strong career pathways for all roles within the Trust. Whether through internally run programmes or partnerships with external providers, we provide accredited and bespoke training programs, including a range of NPQs to support teachers and leaders at all levels. Moreover, we collaborate closely with other educational leaders to deliver high-quality CPD in pedagogy, behaviour management and curriculum development. Through steering groups, forums, improvement networks, peer reviews and conferences, you'll have the support and challenge of your peers from across the trust, fostering opportunities to network and collaborate.

Equality, diversity, and inclusion

Our strategy underscores the importance of weaving equality, diversity and inclusion throughout all our work. While we acknowledge that there is more to be done in this area, we are committed to the process of inclusion, and the continuing focus on removing barriers to participation and access, alongside the focus on recruitment and support of a diverse workforce. We want to become a more diverse organisation at senior levels, and so welcome applications from black and ethnic minority candidates who are currently under represented. We always hire on merit and welcome discussions around flexible working. We believe in the power of our people and their potential to make a positive impact on the lives of our pupils. Join us in shaping a brighter future for education, where everyone is valued and empowered to succeed

Wellbeing and support

We understand the importance of taking care of our employees' wellbeing. We know that the thing that has the biggest impact on people's wellbeing is their leadership, and with that in mind we are focussed on developing our leadership capability across the trust. In addition, we also offer a range of services that are designed to support your health and wellbeing. From an employee assistance programme for you and your family, a counselling service and legal helplines, fitness and wellbeing support, to gym and retail discounts and more, we strive to ensure your happiness and health in your role. Additionally, our academies have the freedom to offer workload support tailored to their local preferences, which may vary slightly from one location to another. We also value the need for refreshment and re-energisation, offering generous holiday provisions, parental leave, and flexible working arrangements. Working for TBFT also includes membership of either the Local Government Pension Scheme (LGPS) or Teachers' Pension Scheme (TPS) depending on the role applied for. Our package of support continues to evolve as we refine how we recognise and reward our employees' contributions in various ways. We recognise the importance of TBFT being a flexible workplace and are determined to be creative and to develop our approach further.



BOLTON ST CATHERINE'S ACADEMY

Stitch-Mi-Lane, Breightmet, Bolton BL2 4HU • 01204 332533

contact@boltonstcatherinesacademy.org.uk • www.boltonstcatherinesacademy.org.uk

WELCOME TO BOLTON ST CATHERINE'S ACADEMY from the Head of School, Ryan Mallett

Welcome to BSCA Secondary!

I am delighted that you are considering joining our vibrant and nurturing school community at such an exciting time in our development. Located in the heart of Bolton, our school is a place where every pupil is encouraged to grow, learn, and excel. I believe in making our pupils' dreams come true regardless of starting point or economic background. Hopefully, you do too!

Grounded in Christian values and with a mission that we ensure all our community can live 'life in all its fullness' (John 10:10), we are proud to provide an environment where faith, respect, and kindness underpin everything we do as we seek to embed our warm, welcoming and friendly culture. Our journey to excellence is guided by our core BSCA values:

Believe – We inspire confidence and faith in every student, encouraging them to believe in their potential and their ability to succeed.

Strive – Together, we work hard, persevere, and aim for excellence in all aspects of school life.

Care – We cultivate a community that shows compassion and respect, ensuring every individual feels valued and supported.

Achieve – With high aspirations and dedicated guidance, we empower students to reach their goals and celebrate their successes.

Our recently identified core principles of teaching, affectionately known as 'The BSCA Way' are designed to keep the conversation around teaching and pedagogical development. We use research and evidence to develop our own practices and support staff in their development at all stages of their career, from protected departmental CPD time to NPQs and our internal leadership development programmes.

As part of our staff, you will be entrusted to work with the team to continue to develop our exciting, engaging and relevant curriculum that responds to the needs of our pupils and is ambitious for all. Bishop Fraser Trust does not dictate one curriculum for all, but instead challenges us to foster innovation and creativity. As such, our subject offer is dynamic and designed to allow our pupils to create a clear path to their future career path.

We are lucky to benefit from excellent learning facilities and modern sports facilities that both staff and pupils are welcome to take advantage of.

At BSCA, the staff share some real commonalities. They are determined, resilient and passionate staff with a strong sense of moral purpose. They believe from their core that our pupils can and deserve to achieve. If this sounds like you, you'll feel at home within a day. We want all our staff to feel a sense of belonging in our school community, and our comprehensive induction programme will hopefully give you this before your first day.

Please feel free to come and look around – I would love to meet you and talk through our journey and plans. We are a passionate, enthusiastic team but open and honest in all that we do.

I look forward to receiving your application.

Ryan Mallett (Head of School)





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ABOUT BOLTON ST CATHERINE'S ACADEMY

Bolton St Catherine's Academy educates children and young people from 3 to 16 years of age. The values of Bolton St Catherine's Academy are underpinned by a growing Christian ethos. They are an inclusive Academy for those of Christian faith, for those of other faiths, and those of no faith. St Catherine is the patron saint of students and scholars and at Bolton St Catherine's Academy, learning is at the heart of everything.

The entire Academy is geared to support every single child as they develop and progress, guaranteeing success for each individual. Bolton St Catherine's Academy is located in a £36million building with innovative spaces and state of the art facilities to support children's learning. These facilities are amongst the very best in the country and support in delivering a rich, varied and relevant curriculum. Challenging targets and goals are set for every single student and staff work tirelessly to ensure these are achieved. Children learn and develop most effectively when they are happy and secure.

At Bolton St Catherine's Academy staff, strive to develop an environment in which learners thrive, working to develop trust and mutual respect between everybody within the Academy and beyond.

It is through these values that the Academy continues to build on the progress it has made. In 2016 Ofsted judged the Primary School as 'Good'. The Primary school has also gained the best KS2 results of any school in the BL2 postcode area in 2017.





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LIVING AND WORKING IN BOLTON AND BURY

Affordable cost of living: compared to some of the bigger cities in the UK, the cost of living in Bolton and Bury is relatively affordable.

Convenient transportation: Bolton and Bury have transportation links, with easy access to the M60, M61 and M62 motorways and regular train services into Manchester City Centre. Bury has an excellent tram link to Manchester central and two major train stations.

Beautiful green spaces: Bolton and Bury have a range of beautiful parks and green spaces, such as Heaton Park, Jumbles Country Park and Rivington and Moses Gate Country Park. These offer an opportunity to escape from the hustle and bustle of daily life, and enjoy nature walks, picnics, or outdoor activities. The local moorland is exceptional.

Cultural attractions: Both towns have a rich industrial heritage and have a number of museums, galleries and historical landmarks that showcase this. These include the Bolton Steam Museum, Bury Transport Museum, and the East Lancashire Railway, which is a popular tourist attraction. Bolton has an excellent theatre, The Octagon. Manchester offers a huge array of culture and arts programmes.

There is a plethora of eating places, country pubs and activities. Bolton runs the UK Iron Man competitions in July and there is the Food Festival in August.

Academic institutions: Bolton and Bury are home to a number of Universities, Colleges and other academic institutions, such as the University of Bolton, and Bolton and Bury Colleges. There are great links with our Universities in the area such as Manchester University and MMU.





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HOW TO APPLY

We hope that you have enjoyed reading about The Bishop Fraser Trust and our school and that you will feel able to apply for this post.

To apply, please complete the application form via the Face-Ed link

[Vacancy Detail -SCH-TBFT-0070 - SAMpeople Recruit](#)

Please do not send CV's or open references as part of your application as these will not be considered.

It is important that you provide a complete employment history from when you left full time education. If the application form is not fully completed or has unexplained gaps in your employment history, your application will not be considered. Copies of your qualifications will be required at the interview stage; please do not send these with your application.

If you do not hear from the school within two weeks of the closing date, then please assume that your application has been unsuccessful on this occasion.

Please also include within the body of your application form a **statement of no more than two sides of A4** to explain why you want to work at our school, why you are the best candidate for this post and what you would contribute to our Trust and school, with examples from your recent work if possible. We are keen to learn about your impact and your educational philosophy.

In accordance with the General Data Protection Regulations, the details provided in the application form will be used for selection and interview procedures, and for employment records if your application is successful. Our recruitment privacy notice with further details is available both on our school website.

We will not be able to consider late applications.

The school has an Equal Opportunities Policy. If you are disabled, please give details of how we can ensure that you are offered a fair selection and interview process or if you would prefer, please contact recruitment@thebishopfrasertrust.co.uk to discuss any requirements.

Successful candidates will be asked to provide, prior to taking up the appointment, documentary evidence (including National Insurance number) showing their entitlement to work in the UK. We will also carry out reference checks, an enhanced DBS and declaration of health check.

