



**Thornleigh**  
Salesian College



THORNLEIGH SALESIAN COLLEGE  
**JOB VACANCY PACK**

**Teacher of English**

Sharples Park, Bolton BL1 6PQ  
Tel: 01204 301 351  
[contact@thornleigh.bolton.sch.uk](mailto:contact@thornleigh.bolton.sch.uk)  
[www.thornleigh.bolton.sch.uk](http://www.thornleigh.bolton.sch.uk)



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### MISSION STATEMENT

THORNLEIGH SALESIAN COLLEGE IS A COMMUNITY ROOTED IN FAITH IN JESUS, WHERE ALL ARE VALUED, LOVED AND CHERISHED SO THEY CAN ASPIRE FOR ACADEMIC EXCELLENCE IN AN ATMOSPHERE OF COMPASSION AND FORGIVENESS WHICH SEEKS TO REACH OUT IN SERVICE AND GRATITUDE.



# Thornleigh Salesian College

## THANK YOU FOR YOUR INTEREST IN JOINING THORNLEIGH SALESIAN COLLEGE.

This is an exciting opportunity to become part of our thriving and successful 11-18 Roman Catholic School.

Guided by the Salesian ethos of Don Bosco, we are a community that values every individual, fostering an environment of kindness, respect and ambition. Our shared mission is to inspire and support every young person to achieve their full potential.

As a highly regarded and oversubscribed school in both the local community and the Diocese of Salford, we are proud to deliver excellence in all that we do. Ofsted has praised our school as a place where students feel safe, supported and inspired. They highlighted that:

“Pupils and students in the Sixth Form benefit from high quality pastoral care. They enjoy positive relationships with staff. The school is a calm place. Pupils work purposefully. Behaviour is well managed by staff.”

Relationships are at the heart of everything we do at Thornleigh. Students and staff alike benefit from a strong sense of community and shared purpose.

Our students frequently tell us that ‘the best thing about their school is their teachers’ and we are committed to ensuring that staff feel equally valued and supported.

We believe in investing in our staff. From excellent professional development opportunities to a strong focus on staff well-being, we are dedicated to helping you thrive in your career. At Thornleigh Salesian College, you will find a supportive, ambitious and caring environment where you can make a real difference to the lives of young people.

If you are passionate about education, driven to make a difference and excited by the opportunity to join a school with a clear mission and strong sense of community, we would love to hear from you.

Please don't hesitate to get in touch if you have any questions or would like to discuss this opportunity further.

We look forward to welcoming you to our school.

**Mike Fitzsimons**  
**Headteacher**



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PUPILS CLEARLY  
DISPLAY THE  
SALESIAN VALUES.

OFSTED 2024



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PASTORAL CARE IS  
AT THE HEART OF  
THE SCHOOL MISSION.

CATHOLIC SCHOOL INSPECTION 2024

## SCHOOL POLICIES AND IMPORTANT READING

Please scan the QR Codes below:



SAFEGUARDING &  
CHILD PROTECTION  
POLICY



KEEPING CHILDREN  
SAFE IN EDUCATION



## **Job Vacancy**

### **Teacher of English**

**Scale: T1 – T9**

**Full time**

**12 months fixed term contract from 1<sup>st</sup> September 2026**

If you are:

- A dynamic classroom practitioner with a clear sense of purpose and high expectations
- A flexible and creative teacher able to inspire and enthuse
- A teacher committed to high standards and excellence for all
- Someone who teaches with enthusiasm and generates real excitement in their subject
- Dedicated to your own professional development

We can offer:

- The opportunity of working in a well-resourced, innovative and supportive English department.
- Opportunities to collaborate with outstanding and dynamic teaching professionals
- Excellent professional development opportunities
- A supportive and generous well-being offer

**Closing Date: 9am Friday 8<sup>th</sup> May 2026**

**Interview Date: TBC**

**Application packs can be downloaded from the school website [www.thornleigh.bolton.sch.uk](http://www.thornleigh.bolton.sch.uk)**

**Please send completed application forms to [hr@thornleigh.bolton.sch.uk](mailto:hr@thornleigh.bolton.sch.uk)**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete an enhanced DBS check.

We ask that you accept, in the interests of economy, if you have not heard from us within 3 weeks of the closing date, that you have been unsuccessful on this occasion.

In accordance with Keeping Children Safe in Education 2025, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the interview process.

# Job Description

Every member of staff at Thornleigh Salesian College is expected to endeavour to maintain and develop the Catholic and Salesian character of the school, and to support and promote the aims and mission of the school in and through the exercise of all contractual duties and any voluntary activities.

## Professional Responsibilities

1	This job description recognises the requirements of the current Pay and Conditions Document (STPCD), Bolton Catholic Schools Pay Policy and DfE conditions of employment.
2	Support and promote the school's ethos and values and work in accordance with the school's aims, procedures and practices.
3	Contribute to and implement the annual School Improvement Plan and agreed policies.
4	Teach as directed throughout the school subject to appropriate training.
5	Assess, record and evaluate the development and progress of students.
6	Participate in the pastoral management of the school as requested.
7	Take part in performance management procedures outlined in an agreed school policy.
8	Take responsibility for your own professional development.

## Specific Responsibilities

1	Plan and deliver lessons using a range of strategies to meet students' individual learning needs.
2	Have a thorough knowledge and understanding of their subject, its teaching and place in the National Curriculum and that of the school.
3	Set and mark homework according to school and department policies.
4	Mark, assess, record and report on students' achievements, setting appropriate targets for improvement.
5	Meet deadlines for reporting, marking submission of assessment data, coursework, marks and forecast grades.
6	Prepare students for examinations, taking part in standardising and moderating activities required by departments and examination boards.
7	Contribute to the development of schemes of work, school and department policies as appropriate.
8	Attend and contribute to appropriate meetings and professional development activities.
9	Contribute to the process of department self-evaluation and improvement planning.
10	Undertake whatever other duties might reasonably be requested by the Headteacher or Subject Leader of Department.

## Specific Responsibilities – Form Tutors

1	Take responsibility for day to day discipline routines and attendance in the form group.
2	Review and discuss students' work and welfare, setting targets as necessary.
3	Promote good behaviour and positive attitudes at all times.
4	Support form, year and school activities as appropriate.

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. This job description details duties and responsibilities but does not indicate the amount of time to be spent carrying them out. No part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use directed time in accordance with the school's policy as published in the Staff Handbook and having regard to the School Teachers' Pay and Conditions Document.*

# Person Specification

CRITERIA	Essential	Desirable
<b>Qualifications &amp; Training</b> <ul style="list-style-type: none"> <li>- Qualified Teacher Status</li> <li>- Member of GTC</li> <li>- Good honours degree in related subject</li> <li>- Masters degree in related subject</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>- Teaching experience at Key Stages 3 - 5</li> </ul>		<ul style="list-style-type: none"> <li>✓</li> </ul>
<b>Skills &amp; Knowledge</b> <ul style="list-style-type: none"> <li>- Able to communicate effectively, orally and in writing</li> <li>- Able to demonstrate effective planning and teaching skills</li> <li>- Able to present confidently to a large group of students</li> <li>- Able to work with others to achieve common goals</li> <li>- Able to use / analyse assessment data systems to raise standards</li> <li>- Able to provide clear direction and to inspire, motivate and enthuse others</li> <li>- Confident in own ability to be effective and to take on challenges</li> <li>- Good ICT skills and effective use of other technologies</li> <li>- Able to form good working relationships with staff and students</li> <li>- Effective behaviour management</li> <li>- Able to support students and staff in maintaining high standards</li> <li>- Up to date awareness of the National Curriculum and specifically within their individual specialism</li> <li>- Efficient and effective administrative, organisational and personal management skills</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>
<b>Personal Attributes</b> <ul style="list-style-type: none"> <li>- Honesty, integrity and so builds trust</li> <li>- Resilience</li> <li>- Enthusiasm, commitment and perseverance</li> <li>- Capacity to work hard, under pressure, to meet deadlines</li> <li>- Adaptable and amenable with respect to working practices</li> <li>- Ability to work independently and be a team player</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	
<b>Equal Opportunities</b> <ul style="list-style-type: none"> <li>- Understanding of equal opportunities issues and an ability to demonstrate strategies to challenge discrimination and prejudice.</li> <li>- A commitment to inclusive education.</li> </ul> <b>Health and Safety</b> <ul style="list-style-type: none"> <li>- An understanding of Health and Safety issues</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	