



St Stephen's
CHURCH OF ENGLAND PRIMARY SCHOOL

Applicant Pack

Class Teacher
September 2026



Welcome

Thank you for your interest in this vacancy at St Stephen's Church of England Primary School.

We are a happy, inclusive school, driven by our vision for a society transformed by a generation of young people who are passionate about serving others through acts of goodness.

St Stephen's provides primary education, serving families in Preston city centre and the surrounding area. Located in an expansive setting in Broadgate, we are just a short walk from Avenham and Miller Parks, Preston Railway Station, Winckley Square, and the River Ribble. We are delighted to admit 45 children each year. We are also home to St Stephen's Preschool – a popular, well-resourced Early Years setting for children from 3 to 4 years old.

We are proud of our diversity and the richness this brings. At St Stephen's, everyone is welcome and feels a deep sense of belonging. Visitors often comment on the strength and authenticity of the relationships between all members of the school family – we are a school where children from all backgrounds flourish together in community.

Our school pursues a deeply Christian and inclusive vision and mission. We believe that all members of St Stephen's CE Primary School can 'Aspire to Greatness' and that we are born to make a difference in God's world. This is captured by our motto (Aspire to Greatness) and is taught through our school values. Children at St Stephen's understand that living a life of 'greatness' means living a life of 'goodness' - serving others through good deeds and transforming society with love. We want children who leave St Stephen's to be passionate about serving God and transforming communities through acts of goodness.

To fulfil this ambition, we rely on our culture of togetherness. As a team and school family, we actively seek to serve one another. We learn together through a broad, challenging curriculum. We grow together in faith, wisdom and character. We struggle and face challenge together. We celebrate and succeed together. All this, we do joyfully. St Stephen's is an exceptionally happy place to be.

If you share our vision and want to join a forward-thinking team, we would be delighted to hear from you.



John Coxhead
Headteacher



Frankie Greenhalgh
Deputy Headteacher (Acting Headteacher from April 2026)

Vacancy details

Job role:	Class Teacher
Location:	St Stephen's CE Primary School, South Meadow Lane, Preston
Working pattern:	Full time
Contract:	Permanent
Salary:	Main Pay Range / Upper Pay Range
Start date:	1 st September 2026
Application closing date:	Monday 13 th April 2026 (midday)

Are you an ambitious, reflective and values-driven teacher ready to make a genuine difference? Do you want to teach in a school where relationships matter deeply, expectations are high, and joy is tangible? If so, we would love to hear from you.

St Stephen's Church of England Primary School is a vibrant, inclusive and forward-thinking school in the heart of Preston. Rooted in a deeply Christian vision, we believe that every child can Aspire to Greatness - living lives of goodness, purpose and service. Our staff team is united by a strong moral purpose and a shared commitment to excellence. We are proud of our culture: warm, ambitious, professional and joyful.

We are seeking to appoint an exceptional Class Teacher who will play a full and active role in the life of our school. This is far more than a classroom post. It is an opportunity to:

- ☆ Teach within a supportive, collaborative and highly motivated team.
- ☆ Deliver engaging, creative and inclusive lessons that enable every child to flourish.
- ☆ Contribute meaningfully to our wider school life, including enrichment, trips and community events.
- ☆ Grow professionally within a culture that values reflection, integrity and continual improvement.

Our teachers combine high expectations with genuine warmth. They plan carefully, teach with clarity and energy, use assessment purposefully and insist on excellent behaviour for learning. They form strong, positive relationships with parents and see partnership as essential. They believe deeply in inclusion and are committed to ensuring that every child- including the most disadvantaged and those with SEND- succeed.

In return, we offer:

- A deeply supportive and values-driven staff culture.
- Children who are enthusiastic, respectful and eager to learn.
- A strong commitment to professional development and leadership opportunities.
- A school that protects work-life balance and promotes staff wellbeing.
- The chance to be part of a team that truly feels like a family.

This role would suit an excellent practitioner who is committed to continual growth, thrives in a team environment and wants to contribute to something bigger than themselves. Whether you are at the start of your career or an experienced teacher seeking a fresh challenge, we would love to hear from you.



Arranging a visit

We strongly encourage potential applicants to contact us before applying.

To arrange a visit, please contact the School Business Manager (Louise Holloway) by emailing sbm@st-stephens.lancs.sch.uk.

Applications

All applications **must be submitted online** via the Department for Education's [Teacher Vacancies](#) website. Applications submitted by email or post will not be considered.

Your application includes a **short statement about your skills, abilities, and experiences**. Please explain why you are the perfect candidate for this role.

Your statement should be no longer than 1000 words.

If you have questions about how to complete your application using the online form, please contact the School Business Manager on sbm@st-stephens.lancs.sch.uk (or 01772 556306).

The closing date for applications is **Monday 13th April 2026** (midday).

Interviews will take place during April 2026 (dates TBC).



Person specification

Requirements	Essential (E) or Desirable (D)
Working in a Church of England school	
An unwavering commitment to the Christian vision of the school.	E
Qualifications	
Qualified teacher status.	E
Degree.	E
Experience	
Recent experience of teaching within the primary phase.	E
Knowledge, skills, abilities and personal qualities	
Ability to quickly form excellent relationships with parents.	E
A commitment to regular, clear, friendly, positive and professional communication with parents.	E
A strong understanding of excellent planning and provision within a primary school classroom.	E
Ability to demonstrate high quality, inclusive teaching that meets the needs of all children, including the most disadvantaged and those with SEND.	E
Understanding of the use of purposeful assessment to inform planning and provision.	E
Ability to ensure excellent behaviour for learning in the classroom.	E
Ability to model, promote and encourage positive peer relationships that are kind and considerate.	E
Familiar with the National Curriculum.	E
Able to demonstrate a significant commitment to wider school life in previous school placements or positions, including leading extra-curricular activities, and attending staff meetings and events.	E
Professional qualities	
Committed to continual professional learning and a willingness to reflect.	E
Excellent written and verbal communication skills.	E
Maintains a healthy work-life balance.	E
Committed to working with a high level of integrity and professionalism.	E
Works well with others as part of a team.	E
Excellent organisational skills and the ability to prioritise tasks, make decisions and manage time effectively.	E
Committed to safeguarding and protecting the welfare of children and young people.	E
Committed to equality and diversity.	E
Committed to health and safety.	E
Committed to excellent attendance at work.	E
Positive recommendation from all referees, including current employer or placement school.	E
Please note: References will be considered before confirming a job offer in writing.	

Job description

[**Note:** This job description is not part of a contract of employment. It has been prepared only for the purpose of school organisation and may change.]

Post Title: Class Teacher

Grade: Main Pay Range / Upper Pay Range

Responsible to: Headteacher

Staff responsible for: You will be responsible for directing the work of support staff within the classroom, student teachers, work experience volunteers and parent helpers.

Core Purpose:

You are required to carry out the general duties of a school teacher as set out in the most recent Schoolteachers' Pay and Conditions document and with regard to the current Teaching Standards. In discharging this responsibility you will be expected to work in accordance with the requirements of the Conditions of Employment of Schoolteachers, having due regard to the requirements of the National Curriculum in England, the school's aims, objectives and schemes of work, and any policies of the governing body. You are required to carry out such particular duties, which form part of the STPCD document, which the Headteacher may reasonably direct from time to time.

Areas of Responsibility / Key Tasks:

1. Planning, teaching, assessing and class management to:

- Provide a stimulating and organised classroom to enhance independent learning and pupils personal organisation skills.
- Identify clear teaching objectives and specifying how they will be taught and assessed.
- Provide clear structures for lessons maintaining pace, motivation and challenge.
- Effectively utilise support staff to carry out designated activities.
- Set tasks which challenge pupils and ensure high levels of interest and ensure coverage of agreed programmes of study.
- Evaluate and reflect on teaching and learning to improve effectiveness.
- Make effective use of assessment – including AfL, marking and summative - in line with the assessment policy.
- Identify pupils with special educational needs, gifted and able children and children at risk
- Promote positive behaviour based on the school's Behaviour Policy; monitor and intervene to ensure sound learning and discipline.

2. Monitoring, assessment, recording, reporting to:

- Mark pupils' work in line with the school's marking policy and set targets for progress.
- Assess and record pupils' progress systematically in line with the assessment policy, and use this to inform planning, recognising the level at which the pupil is achieving and to identify and manage in class intervention groups.
- Prepare and present informative written and oral reports to parents.

3. Other professional requirements to:

- Have a working knowledge of teacher's professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the school.
- Establish effective working relationships and set a good example through professional conduct.

- Have a commitment to inclusion and endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Have a commitment to engaging learning experiences – including through outdoor learning, real life learning and creative experiences.
- Contribute to the corporate life of the school through effective participation in meetings and management systems such as school development planning.
- Take responsibility for personal professional development, including active participation in performance management / appraisal.
- Liaise effectively with parents and governors.
- Determine resource needs of class in consultation with subject leaders.
- Develop aspects of citizenship issues including British Values and the school values.
- Consider life/work balance issues, and seek support and advice through the school, the authority and union if appropriate.
- Take on any additional responsibilities which might from time to time be determined through mutual discussion.
- Lead and develop a subject area. This may include leading more than one subject.

Equal Opportunities:

We are committed to 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. As a school, we will ensure that the policy is properly applied.

Health and Safety:

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment:

St Stephen's Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff are subject to an initial and updated DBS, an induction period and the new guidance on disqualification by association.

Working at St Stephen's

We are intentional about creating a culture that enables our staff team to thrive. We have principles that we live by as a team. These inform everything that we do.

Our principles:

We value everyone

Everyone is welcome and everyone is cherished. We trust each other and respect each other. We appreciate and celebrate each other, sharing credit for our successes and achievements. Everyone's voice matters, irrespective of position or experience.

We care deeply

Our work matters – we care deeply about what we do. We insist on the highest standards, championing or challenging one another as required. We are compassionate advocates for the children and families we serve. Above all else, the children in our care must know that they are loved and cherished.

We learn

We are pioneers, taking ownership and moving quickly to pursue excellence every day. We embrace change, actively seeking opportunities to learn and grow. As we move forward, we learn from each other and learn from our mistakes.

We have integrity

We are honest, ethical, and guided by a strong moral compass in everything we do. We own our mistakes and apologise when we get it wrong, remaining transparent and accountable to each other. We build trust through consistency, fairness, and doing the right thing, even when it is difficult.

We are a family

We support, encourage, and look out for one another. We find joy in our work, laughing together and lifting each other's spirits. Like a family, we face difficulties with resilience and kindness, knowing we are stronger together.

Whatever you do, work at it with all your heart, as working for the Lord.

Colossians 3: 23

Find out more about St Stephen's via our website and social media pages:

<https://www.st-stephens.lancs.sch.uk/>

<https://www.instagram.com/ststephenslancs/>

<https://www.facebook.com/ststephenslancs/>

Safeguarding statement

At St Stephen's Church of England Primary School, the welfare of children is paramount. 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.

All staff should understand their responsibility to safeguard and promote the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for this position. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

Disclosure and Barring Service (DBS) guidance

An individual is disqualified from working with children/vulnerable adults if he/she is included on one of the lists of those disqualified from working with children and/or vulnerable adults.

This post involves working with either children or vulnerable adults. It is therefore a post covered by the Rehabilitation of Offenders (Exceptions) Act 1975 and is a post regulated by the Disclosure and Barring Service.

If you are successful, you will be required to apply to the Disclosure and Barring Service for a 'disclosure', to confirm any records held, prior to any final appointment decision being made by St Stephen's Church of England Primary School.

Once your disclosure application has been completed it will be forwarded to the Disclosure and Barring Service, who will undertake a check which will include:

- Details of convictions, including those 'spent' under the Act stated above.
- Cautions, etc and (where appropriate) whether you are included on one of the barred lists preventing you from working with children and/or vulnerable adults
- Where appropriate, information taken from police records that a chief officer of a police force considers relevant to the application.

Note: A conviction is not necessarily a bar to recruitment, unless St Stephen's Church of England Primary School or Lancashire County Council considers that the conviction renders you unsuitable for appointment. In making this decision, consideration will be given to the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant.

It is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, or accept or do any work in a regulated position.



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