

# THE WILLOWS CATHOLIC PRIMARY SCHOOL

Key Stage 1  
Class  
Teacher  
(MAT cover)  
Application  
Pack



Closing Date:  
Monday 31<sup>st</sup> March 2025 -  
midday

Shortlisting Date -  
Friday 4<sup>th</sup> April 2025

Interview Date -  
Friday 25<sup>th</sup> April 2025



Diocese of Lancaster  
**Education Service**  
Euntes in mundum



Blessed Edward Bamber  
**Catholic Multi Academy Trust**

# Welcome to The Willows

Dear Candidate,

Thank you for expressing an interest in the vacancy for a class teacher in our school. We are seeking to appoint a highly motivated and inspirational teacher to our successful family school. The successful candidate will be working in our Key Stage 1 department in our Year 1 class. Applications are welcomed from newly qualified, recently qualified or experienced teachers. The post is initially a full time, fixed term one year contract to cover a Maternity Leave.

The Willows Catholic Primary School is part of the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT) with 210 pupils on roll. We pride ourselves on our Catholic ethos and the high-quality pastoral support, care and guidance we offer our pupils. We have a creative and musical school with motivated and dedicated staff and happy, well-behaved children who strive to live up to our mission, 'God loves me. God loves everyone.' We were judged 'Outstanding' by the Diocesan RE Inspection Team in November 2021 and 'Outstanding' by Ofsted in January 2022.

We work as a team to ensure home, school and parish provide the best possible care and education for all our children. We encourage our staff and pupils to be the best that they can be in all aspects of their lives as children of God. We have an active PTFA; supportive parents and Local Governing Board and we particularly value our close links with the parish and local community.

We are looking for a candidate who:

- has a strong commitment to Catholic education
- is able to demonstrate they are an excellent classroom practitioner
- is committed to the highest of standards for all children
- is creative, innovative and motivated
- has excellent interpersonal skills
- is able to work as part of a dedicated and enthusiastic team

In return we can offer:

- a caring Catholic family school where everyone is valued and supported
- a friendly team of dedicated, hardworking and supportive staff who are committed to enabling all child to achieve.
- excellent support from parents, governors and parish.

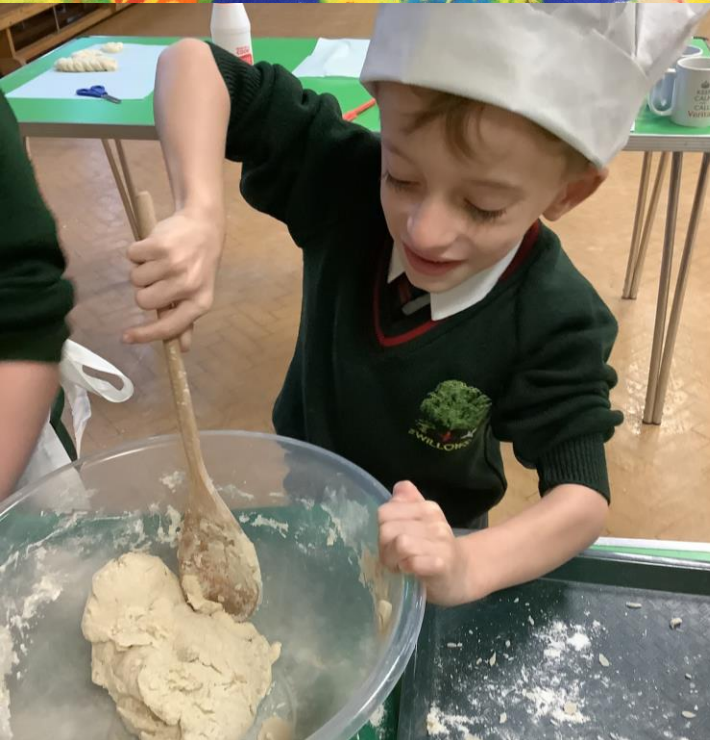
If you would like to be part of The Willows' family please visit our website. You are also welcome to visit the school on Thursday 27th March at 4:00pm or Friday 28th March at 10:00am, 2:00pm or 4:00pm or discuss the vacancy with the Headteacher (Mrs Barnett) or the Deputy Headteacher (Mr Wylde). Please contact the school office to arrange.

We look forward to receiving your application and the possibility of welcoming you to our team.

Yours sincerely,

Mrs. Sharon Barnett  
Headteacher





"God Loves Me, God Loves Everyone"

# CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Class Teacher at The Willows Catholic Primary School, Kirkham. The Willows is part of the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT).

This is a fabulous opportunity for you to join us and work with a fantastic group of committed staff who believe strongly in education and working to improve the life chances of our children and young people.

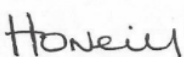
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of the children and young people can 'belong, engage and become' – and reach their full potential by realising their God-given talents.

The Trust works in partnership as one family of schools, whilst maintaining and celebrating the uniqueness of each individual school and the community it serves. We are a values-driven Trust. Our core values of Trust, Respect, Faith, Hope and Service are our hallmarks. These values underpin all of our relationships; between staff, pupils, families, our wider parishes and local communities.

In our Trust, we welcome people who share our vision and our absolute commitment to our pupils, our staff, our families, parishes and the wider communities we serve.

If you believe you have the knowledge, skills and experience to make a positive contribution then we would welcome an application from you.

Yours sincerely,

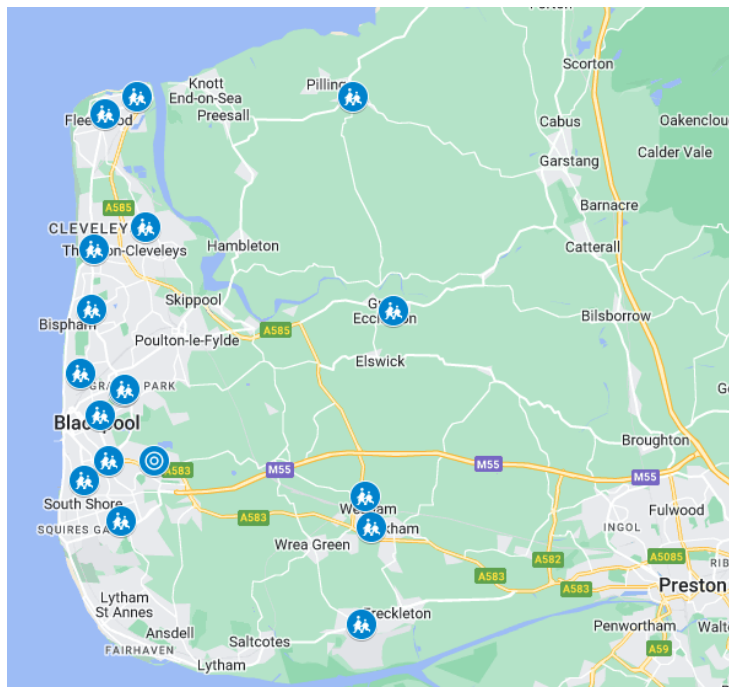


Helen O'Neill  
Chief Executive Officer



# Trust Schools

	Christ the King Catholic Academy		Holy Family Catholic Primary School, Blackpool
	Holy Family Catholic Primary School, Warton		Our Lady of the Assumption Catholic Primary School
	Sacred Heart Catholic Primary School		St Bernadette's Catholic Primary School
	St Cuthbert's Catholic Academy		St John Vianney Catholic Primary School
	St Joseph's Catholic Primary School		St Kentigern's Catholic Primary School
	St Mary's Catholic Academy, Blackpool		St Mary's Catholic Primary School, Fleetwood
	St Mary's Catholic Primary School, Great Eccleston		St Teresa's Catholic Primary School
	St William's Catholic Primary School		St Wulstan's & St Edmund's Catholic Primary School
	The Willows Catholic Primary School		



# What we offer - Benefits

## Living Wage Employer



As an employer, we pay the real Living Wage so you can always be sure that you'll earn no less than the current rate.

## Pension Scheme



Teaching staff: You will be enrolled into the Teachers' Pension Scheme.  
Non-teaching staff: You will be enrolled into the Local Government Pension Scheme.

## Health and Wellbeing



We offer access to free and confidential wellbeing services including GP service, counselling, mindfulness support and physiotherapy.

## Death in Service



Should the worst happen, your nominated beneficiary will receive a payment of 3 x your annual salary if you are part of the pension scheme (TPS or LGPS).

## Flu Jab



Our Trust offers all employees a flu vaccination. Employees can arrange their own vaccination and reclaim the cost up to the value of £15.00.

## Travel to Work Scheme



We offer discounted travel via Blackpool Transport for the use of buses and trams.

# How to apply

## **Prior to applying**

If you are unclear about any aspect of the application process or would like any additional information about the school / role, or would like to arrange a visit to the school, please contact the school office:

Telephone - 01772 684371

or

Email - [bursar@willows.lancs.sch.uk](mailto:bursar@willows.lancs.sch.uk)

## **Application process**

Applicants must complete the CES application form.

Your application can be submitted electronically to the Headteacher, Mrs S Barnett:

[head@willows.lancs.sch.uk](mailto:head@willows.lancs.sch.uk) or can be returned to the school office.

We will acknowledge receipt of your application.

**Closing date for applications:** Monday 31<sup>st</sup> March 2025 – midday

**Shortlisting date:** Friday 4<sup>th</sup> April 2025

**Interview date:** Friday 25<sup>th</sup> April 2025

## **Post Details:**

**Grade: Teacher's Main Pay Scale**

**Salary: M1 – M6**

**Hours: 32.5 per week**

**Contract: 1 year fixed term to cover maternity leave until 31<sup>st</sup> August 2026**

**Required: 1<sup>st</sup> September 2025**

# Job Description

**Post:** Full time, Main Scale Key Stage 1 Teacher for Year 1 class  
1-year fixed term contract to cover Maternity Leave.

**Accountable to:** The Headteacher, The Local Governing Board and BEBCMAT

This appointment is with Blessed Edward Bamber Catholic Multi-Academy Trust at The Willows Catholic Primary School. It is also subject to the current conditions of employment of schoolteachers, contained in The School Teachers' Pay and Conditions document, 'Teacher Standards 2012' and other educational and employment legislation.

This job description may be amended at any time following discussion between the Head Teacher and member of staff and will be reviewed annually.

## **Catholic Ethos:**

To work with the Head Teacher and colleagues in creating, inspiring and embodying the Catholic ethos and culture of our School, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and children to achieve their highest potential.

- To attend, take part in and lead acts of worship.
- To ensure that the children have a safe and caring environment both in school and when taking part in offsite educational activities.
- To foster good relationships with the church, parents and carers and the wider community.
- To promote the school and all it stands for on all occasions.
- To act as a role model of professional conduct, demonstrating high personal standards of expertise and commitment.
- To perform, in accordance with any directions which may be reasonably be given by the Head Teacher, such particular duties as may be assigned.

## **Teaching and Learning**

Within the context of our School, the search for excellence pursued through teaching and learning takes place in the context of the individual needs and aspirations of the pupil as God's children.

- To participate in long term, medium- and short-term planning activities to meet the needs of the children in the class.
- To teach, according to their educational needs, the pupils assigned to them including the marking and setting of work, to be carried out in school and elsewhere.
- To manage the classroom effectively to develop a purposeful and stimulating learning environment.
- To manage pupil behaviour in a positive and effective manner, in accordance with the schools' behaviour for learning policy.
- To review programmes of work, teaching materials and methods in liaison with curriculum leaders and other professionals.
- To assess, record and report all the development, progress and attainment of pupils having regard to the curriculum of the school.
- To set targets for individual children on a termly basis.
- To record and report on the personal and social needs of the pupils, communicate and consult with parents, co-operate with external agencies and participate in meetings as necessary.
- To promote the general progress and well-being of individual pupils in the class assigned.

## **Professional Responsibilities:**

In a Catholic School, it is the responsibility of every teacher to assist the Head Teacher in the leadership of a faith community for whom Christ is the model.

- To contribute to a climate of mutual support, in which self-confidence and self-esteem can grow and to work as a member of the team.



# Job Description

- To be responsible for their professional development and to participate in the school's performance managements system.
- To participate in meetings with other staff to review curricular, pastoral and organisational and administrative matters relating to the school.
- To supervise the work of classroom support staff, students and volunteers.
- To manage materials and equipment for learning to ensure minimal wastage, loss or damage.
- To provide a purposeful, safe, organised and tidy working environment that celebrates achievement and success.
- Communicate effectively with parents with regard to pupils' achievements and well-being, including at parent's evenings.
- Prepare reports for parents and other agencies.

## **Specific Responsibilities:**

- To teach a class.
- To co-ordinate a subject area (as arranged by HT).
- To support the wider life of the school through delivery of extra-curricular activities and attendance at school events.
- To support, develop and maintain the school's assessment procedures.
- To attend all staff meetings and training sessions.
- To liaise with external agencies as appropriate.
- To be a leader for areas agreed with the Head Teacher.

## **Teaching**

A teacher must:

### **Set high expectations which inspire, motivate and challenge pupils**

- Establish a safe and stimulating environment for pupils, rooted in mutual respect.
- Set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions.
- Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.

### **Promote good progress and outcomes by pupils**

- Be accountable for pupils' attainment, progress and outcomes.
- Plan teaching to build on pupils' capabilities and prior knowledge.
- Guide pupils to reflect on the progress they have made and their emerging needs.
- Demonstrate knowledge and understanding of how pupils learn and how these impact on teaching.
- Encourage pupils to take a responsible and conscientious attitude to their own work and study.

### **Demonstrate good subject and curriculum knowledge**

- Have a secure knowledge of the relevant subjects and curriculum areas.
- Foster and maintain pupils' interest in the subject, and address misunderstandings.
- Demonstrate a critical understanding of developments in the subject and curriculum areas and promote the value of scholarship.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of Standard English, whatever the teacher's specialist subject.
- Demonstrate a clear understanding of systematic synthetic phonics.
- Demonstrate a clear understanding of appropriate teaching strategies for mathematics.
- Keep abreast of national / local initiatives.
- Manage a budget for areas of responsibility.

# Job Description

## **Plan and teach well-structured lessons**

- Impart knowledge and develop understanding through effective use of lesson time.
- Promote a love of learning and children's intellectual curiosity.
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired.
- Reflect systematically on the effectiveness of lessons and approaches to teaching.
- Contribute to the design and provision of an engaging curriculum within the relevant subject areas.

## **Adapt teaching to respond to the strengths and needs of all pupils**

- Know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively.
- Have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these.
- Demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development.
- Have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

## **Make accurate and productive use of assessment**

- Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements.
- Make use of formative and summative assessment to secure pupils' progress.
- Use relevant data to monitor progress, set targets, and plan subsequent lessons.
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback.

## **Manage behaviour effectively to ensure a good and safe learning environment**

- Have clear rules and routines for behaviour in classrooms and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy.
- Have high expectations of behaviour and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them.
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.

## **Fulfil wider professional responsibilities**

- Make a positive contribution to the wider life and ethos of the school.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
- Deploy support staff effectively.
- Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues.
- Communicate effectively with parents with regard to pupils' achievements and well-being.

# Person Specification

	Essential	Desirable	Source
<b>A Catholic School</b>			
• Willingness to uphold and promote the Catholic ethos of the school	✓		A S O I R
• Committed and practising Catholic		✓	A S I
• Willingness to undertake CCRS	✓		A S I
• Successful completion of CCRS modules		✓	A S
<b>Qualifications and Experience</b>			
• Degree	✓		A S
• Qualified Teacher Status	✓		A S
• Successful experience of teaching in KS1	✓		A S O I R
<b>Professional Knowledge and Experience</b>			
• Demonstrate effective teaching and learning strategies	✓		A S O I R
• Thorough knowledge and understanding of the KS1 curriculum	✓		A S O I R
• Excellent knowledge of the core subjects	✓		A S O I R
• Experience of teaching and assessing phonics	✓		A S O I R
• Understanding and experience of a range of assessment practices.	✓		A S O I R
• Commitment to effective feedback and target setting for all pupils	✓		A S O I R
• Ability to provide the highest quality of learning environments	✓		A S O I R
• Strong commitment to meet the needs of all learners	✓		A S O I R
• To have effective behaviour management strategies	✓		A S O I R
<b>Professional Skills</b>			
• Excellent communication skills – verbal and written	✓		A S O I R
• Effective team member	✓		A S O I R
• Ability to form excellent professional relationships with children	✓		A S O I R
• Values the involvement of parents, colleagues, governors and parish	✓		A S O I R
• Willingness to lead Worship	✓		A S O I R
• Ability to use ICT to its full potential to enhance learning	✓		A S O I
• Commitment to safeguarding pupils' health, welfare and well-being	✓		A S O I R
<b>Personal Characteristics</b>			
• Sense of humour	✓		A S O I R
• Organised, motivated and dedicated	✓		A S O I R

# Person Specification

• Exemplifies the highest standards of professionalism	✓		A S O I R
• Willingness to learn with and from colleagues	✓		A S O I R
• Enjoy working with children	✓		A S O I R
<b>Other</b>			
• Commitment to supporting and providing extra-curricular activities	✓		S I
• Commitment to support the wider life of the school and parish	✓		A S O I R
• Commitment to continuous improvement of teaching and learning	✓		A S O I R
• Commitment to supporting pupils with special educational needs and inclusion for all	✓		A S O I R
• Commitment to Equality and Diversity	✓		A S O I R
• Commitment to attendance at work	✓		S I R
<b>Application</b>			
• Application form completed in full and accurately	✓		A S
• Clear and concise supporting statement addressing the needs of The Willows	✓		S
• Excellent grammar, punctuation and spelling throughout	✓		A S O
• Competent use of Standard English	✓		A S O I
<b>Confidential References and Reports</b>			
• Two supportive professional references	✓		R
• References confirm all abilities as referred to above	✓		R
• Positive and supportive faith reference		✓	R
• Positive recommendation from current employer/university	✓		R
• Satisfactory enhanced DBS clearance	✓		R

A = Application Form    S = Statement    O = Observation    I = Interview    R = References



# Safeguarding Information

## Introduction

The Blessed Edward Bamber Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children, including 'Keeping Children Safe in Education' guidance. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

## Safer Recruitment

Job descriptions and person specifications make reference to safeguarding and child protection. All posts are subject to satisfactory completion of enhanced Disclosure and Barring Service certificate (DBS) checks. All advertisements include a safeguarding statement and commitment.

## Application Stage

All applicants are scrutinised to verify identity and academic qualifications, Professional references are requested using our standard pro-forma for short-listed candidates. As a minimum, references should be from the two most recent employers and a Parish Priest if applicable. References are checked against previous employment history and gaps in employment. Professional references must be obtained from work email addresses. Our standard reference proforma makes reference to suitability to work with children and young people. The application form requires applicants to complete a disclosure of any criminal convictions.

## Short listing

Only those candidates meeting the criteria outlined in the person specification will be short listed. All short-listed candidates will be subject to an online search as part of our safer recruitment due diligence.

## Interview

Shortlisted candidates will take part in an interview and selection process. Candidates will be asked to address any discrepancies or gaps in their employment history. Candidates will be reminded of their responsibility to disclose any criminal convictions if they have not already done so. Proof of identity, qualifications and right to work in the UK must also be provided at interview.

## Appointment

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts. Other pre-employment compliance checks will be carried out. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online searches, medical check, evidence of qualifications plus verification of the right to work in the UK. For teaching positions, barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

## Probation

All new staff will be subject to the trust probation procedures for a period of 6 months. The probation period is to enable the assessment of an employee's suitability for the job and which includes a review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

## Equal opportunities

BEBCMAT recognises the value of, and seeks to achieve a diverse workforce. BEBCMAT takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. The Trust is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

## General Data Protection Regulation

BEBCMAT is committed to ensuring that the privacy of an individual is protected. By signing a contract of employment, the employee is agreeing to the Trust processing their personal data, including 'sensitive personal data' as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/or administrations, as well as complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to the Trust. A full list of these organisations is available on request from the CFO.



Blessed Edward Bamber  
**Catholic Multi Academy Trust**