

RECRUITMENT PACK

Primary Class Teacher

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JOB ADVERT

FIXED TERM CLASS TEACHER

GRADE: MAIN PAY SCALE TO UPPER PAY SCALE

RESPONSIBLE TO: HEADTEACHER

MAIN LOCATION: ST MARY'S RC PRIMARY SCHOOL, BACUP

REQUIRED TO COMMENCE AS SOON AS POSSIBLE

FIXED TERM TO 31ST AUGUST 2026

St Mary's RC Primary School is a friendly, warm and welcoming school which was founded by and is part of the Catholic Church. We are the only Catholic School in the town of Bacup and our thriving nursery provides free and flexible childcare. Offering all the advantages of a Church school, our roll is not limited to Catholics. Our community is one in which we aim for our pupils to be safe, happy and successful in a positive atmosphere where every person is known, valued and given the support and guidance they need while being excited by the challenges and opportunities before them.

The Board of Directors of the Romero Catholic Academy Trust, alongside The Governors of St Mary's RC Primary School, are seeking to recruit an enthusiastic and well-qualified Class Teacher to join our highly ambitious school on a fixed term basis.

We are looking for someone who:

- Can engage and enthuse our learners through a commitment to outstanding teaching and learning
- Can contribute to the further development of a strong and forward-looking team
- Is innovative in their techniques to motivate and inspire young people
- Can build positive relationships with staff, pupils and parents alike
- Is willing to support the ethos of the school

Both ECTs and experienced Teachers are encouraged to apply.

What we can offer you: -

- Committed students who are positive and keen to learn
- The opportunity to be part of a friendly and supportive team
- Excellent and innovative facilities across the school
- A comprehensive professional development programme and many opportunities to contribute to extra-curricular activities and whole school initiatives

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. Visits to the school are warmly welcomed and can be arranged by contacting Mrs Elizabeth Lloyd, Headteacher on 01706 873123 or emailing head@stmarys.romerocat.com.

Full details and application forms are available from our website:

<https://www.stmarysbacup.org/page/job-vacancies/41504>

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing Date	Friday 14 th November 2025
Shortlisting Date	Monday 17 th November 2025
Interview Date	Wednesday 26 th November 2025

JOB DESCRIPTION

CLASS TEACHER

Job Description	
POST TITLE:	Teacher
GRADE:	Main Pay scale – Upper Pay Scale
CAR USER:	N/A
LOCATION:	
RESPONSIBLE TO:	Headteacher
JOB PURPOSE: Role of Class Teacher	
To provide a high-quality educational experience for all children.	
MAIN ACTIVITIES: What prescribed duties the postholder will have	
General Duties and Responsibilities To carry out the duties of a school teacher as set out in the ‘School Teachers’ Pay and Conditions’ document; to continue to meet the required standards for Qualified Teacher Status; to maintain, promote and contribute to the Catholic ethos of the school and the development of the Christian life of the school in accordance with the school’s Mission Statement, aims and objectives. Knowledge and Understanding - Know and understand the relevant statutory and non-statutory curricula and frameworks, including those provided through the National Strategies and other relevant initiatives - Understand how pupils’ learning is affected by their physical, intellectual, emotional and social development and to understand the stages of child development - Demonstrate IT skills and be prepared to continue to develop these further through the professional development process - Become familiar with the school’s current systems and structures as outlined in policy documents including the Health and Safety and Child Protection policies - Understand and know how national, local comparative and school data, can be used to set clear targets for pupils’ achievement - Know and understand the Catholic ethos and aims of the school and be able to participate in the activities of the school Planning - Plan and deliver the teaching programme for all children within the class with regard for the school’s aims, policies and schemes of work - Provide clear structures for lessons and for sequences of lessons which maintain pace, motivation and challenge - Submit plans as requested - Ensure efficient use and maintenance of all teaching resources within the classroom and working environment and see that available resources are used efficiently to support the curriculum	

Teaching and Learning

- Deliver lessons planned whilst also taking account of the role of assessment for learning
- Create and maintain an environment and a code of behaviour in accordance with the school behaviour policy and in which children feel safe and confident
- Use a variety of teaching and learning styles to keep all pupils engaged
- Be familiar with the Code of Practice and identification, assessment and support of pupils with special educational needs
- Address the individual needs of the children in teaching, taking account of the need for differentiation and by liaising with support staff
- Ensure that children have a clear idea of what is expected and understand what they are aiming for
- Ensure effective teaching of whole classes, groups and individuals, establishing high expectations of behaviour and attainment so that teaching objectives are met
- Evaluate own teaching critically and engage in the performance management cycle in order to improve effectiveness

Pastoral Support

- Use the PSHE curriculum and other strategies to address individual social, behavioural and personal needs
- Liaise as appropriate with other agencies for the well-being of the child
- Promote the health and well-being of children within the class
- Work with staff in school to support, identify and meet the individual needs of all children
- Understand, identify and overcome potential barriers to learning

Monitoring, Assessment, Recording, Reporting and Accountability

- Apply the principles of assessment for learning in the classroom
- Assess and record each pupils' progress systematically according to school policy and use to analyse and inform future planning
- Mark and monitor classwork and homework, providing constructive feedback and set targets for future progress
- Provide reports on individual progress to the Headteacher and parents as required

Additional supporting information – specific to this post.

The above responsibilities are subject to the general duties and responsibilities contained in the School Teachers' Pay and Conditions document.

- Establish and maintain effective working relationships with professional colleagues and parents
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post
- Be aware of the need to take responsibility for own professional development
- To contribute to the role of the Catholic School in the parish and the wider community
- To contribute to the life of the school through involvement in out of school activities and professional development opportunities

Note:

In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

Prepared by:

RCAT HR Department

**Date:
March
2025**

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.

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

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

ATTENDANCE

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

PERSON SPECIFICATION

CLASS TEACHER

Requirements (based on the job description)	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), test (T), reference (R) or other (give details)
Qualifications		
Qualified Teacher Status	E	AF
Degree	E	AF
Recent and relevant participation in professional development	E	AF
Experience		
Experience of Primary School teaching	E	AF/R/T/I
Experience of delivering a high quality, well planned creative curriculum	E	AF/R/T/I
Knowledge, skills and abilities		
Working knowledge of the National Curriculum	E	AF/R/T/I
A clear understanding of end of Key Stage expectations	E	AF/R/T/I
A good understanding of Early Childhood development	E	AF/R/T/I
A clear child centred philosophy of education	E	AF/R/T/I
Effective use of objective led planning to meet the needs of all pupils	E	AF/T/I
Knowledge of teaching systematic synthetic phonics	E	AF/I/R

Requirements (based on the job description)	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), test (T), reference (R) or other (give details)
Ability to use data, assessment and target setting to impact positively on pupil progress	E	AF/I/R
Ability to form and maintain excellent relationships with all members of our school community	E	AF/I/R
Ability to use ICT effectively within teaching and learning to enhance pupil progress	E	AF/I/R
Ability to create a happy, challenging and effective learning environment	E	AF/I/R
Ability to use a range of positive behaviour strategies to effectively promote outstanding behaviour for learning	E	AF/R/T/I
Willingness to participate in school activities including extra - curricular activities and community events	E	AF/I/R
Personal Qualities		
Supportive of the Catholic ethos and foundations of the school	E	AF/I/R
Ability to prioritise time using effective organisational skills	E	I/R/T
An inspiring role model for our children and an ambassador for our school	E	I/R/T
Adaptability to changing circumstances	E	AF/I/T
To be creative and dynamic making every day for our pupils engaging and exciting	E	AF/I/T
Demonstrate a capacity for sustained hard work with energy, vigour and humour	E	I/R/T
Positive attitude to innovation and change and to be a change maker	E	AF/I/R/T
Excellent communication skills both oral and written	E	AF/I/R/T

Requirements (based on the job description)	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), test (T), reference (R) or other (give details)
Excellent interpersonal skills including collaborative team work, warmth, energy and sense of humour	E	AF/I/R/T
Other (including special requirements)		
1. Commitment to safeguarding and protecting the welfare of children and young people	E	I
2. Commitment to equality and diversity	E	I
3. Commitment to health and safety	E	I
4. Commitment to sustaining regular attendance at work	E	R
Note: We will always consider your references before confirming a job offer in writing.		

HOW TO APPLY

FIXED TERM CLASS TEACHER

If you would like to find out more about the position, please contact the Mrs Elizabeth Lloyd, Headteacher on 01706 873123 or email at head@stmarys.romerocat.com

Full details and application forms are available from our website:

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Completed application forms and associated documentation should be returned to the School Business Manager, Kim Rawlinson via e-mail: sbm@stmarys@romerocat.com.