



**St John's Catholic
Primary School
Part-Time Class
Teacher
Application Pack**



Letter from the Chair of Governors

Employer: St John's Catholic Primary School
Location: Trowbridge, Wiltshire
Salary: M3-M6
Contract Type: 0.2 FTE
Contract Term: Fixed until 31st August 2026
Start Date: 1st September 2025

Dear Prospective Applicant,

Thank you for applying for the post of Part-Time Class Teacher at St. Johns. As a school we are strong in the Catholic faith we are multicultural and welcome children and families from all faiths.

Our staff promote high standards of behaviour and learning which are shown in the children's attitude and achievements. The school have close links with the parish, local schools and both local and international communities which are supported with enthusiasm by the children. The children, staff and governors are proud of the "St. Johns" feeling which I am certain you will experience when you visit.

Best Wishes

Mike Simmons

Chair of Governors



Letter from the Headteacher

Dear Prospective Applicant,

Thank you for taking the time to learn more about our wonderful school – St John's Catholic Primary School, Trowbridge. I am highly ambitious for our school and passionate about driving school improvement founded on evidence informed practice. Every child has the right to receive excellent teaching and learning, a rich range of experiential learning opportunities and for schools to be guardians of childhood. Our school is embarking on an exciting new chapter with a commitment team of highly professional colleagues.

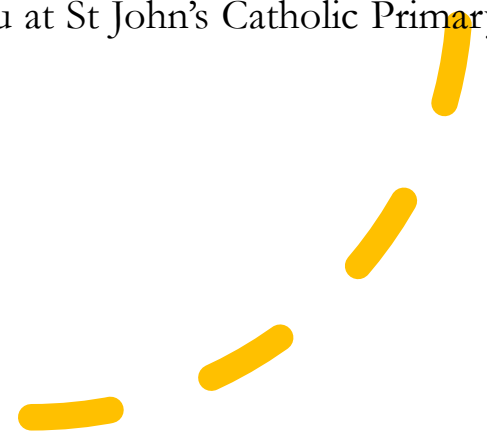
Our mission and Catholic Social Teaching values are the golden thread woven through our rich curriculum. We have invested significant time in developing our unique curriculum and invested in providing exciting rich experiential learning opportunities.

I strongly encourage you to visit our school in order that you can get a flavour of what we offer and how we are unique. I encourage you to meet the school team and wonderful children so that you can experience first hand the learning opportunities created for the children in our care. Please do not hesitate to contact the school office if you have any questions or would like to arrange a tour of our school. I really look forward to meeting you at St John's Catholic Primary School and wish you well on your exciting future career journey.

Best Wishes

Mrs Kim O'Rourke

Headteacher



Mission Statement



We live our Mission by:

- ensuring that our attitudes and values are transmitted through a curriculum that is consistent with the Catholic faith & embraces the principles of Catholic Social Teaching
- delivering a curriculum that is relevant, varied, interesting, stimulating, balanced and appropriate
- developing schemes of work and policies on teaching and learning, assessment and additional needs which recognise that R.E. is an integral part of the curriculum
- developing sound teaching and effective classroom management strategies
- generating a positive attitude to learning where realistic expectations of pupils and high standards of work are expected
- using a variety of teaching approaches that reflect the needs of individual pupils
- participating in projects which focus on the needs of others including local and international charities.

About St Johns Catholic Primary School

The Sisters of St. John of God founded St John's school in 1927. Since then the school has grown & flourished into the thriving school it is today.

Although the sisters of St John's left the parish in the summer of 2014, continuity with the 1927 Foundation continues to live on in the school. Fr Richard Elson from St John The Baptist Catholic Church is our school chaplain. He regularly visits pupils in classes and assemblies. All classes hold a class liturgy or Mass which is well supported by families. The school has strong links with the Parish Community and St John's pupils and staff contribute to Sunday Mass on a termly basis, leading the music, choir and readings and are always seeking ways to maintain and strengthen these links.

Many of the pupils naturally continue to St Augustine's Catholic College, Trowbridge, for their education. The new Headteacher, Mrs. Kim O'Rourke, has embraced the Headship role since September 2024 after seven years of service as Deputy Headteacher at the school. There are eleven classes and the school employs 51 staff.

- **Further Information** The latest OFSTED and Section 48 reports, along with information on the Governing body and much else, can be found on the school website www.st-johns-trowbridge.wilts.sch.uk

Catholic life, Religious Education, and the Wider Curriculum We are a Catholic school, providing a broad, creative, supportive family environment centred on the Gospels and on the example and teachings of Jesus Christ. We highlight the unique nature of the individual, everyone's right to be shown respect and everyone's responsibility to give their best for the community. We are inclusive and aim to find areas of excellence in all our members (Governors, pupils, staff, parents / carers and volunteers) to help them grow as individuals and achieve their potential. All are fully supportive of our mission and give copiously of their time and expertise.



Parents We have very supportive parents/carers who actively engage in supporting pupils the school and parish community. St John's has an active School Association called the Friends of St John's who regularly run social and fund-raising events & have contributed to numerous projects within the school. These are not only enjoyable but also a very valuable aspect of our parish and local community life

Collaboration with other schools We are committed to working in collaboration with other schools including a range of support provided by both Senior Management and Governors. We are a member of the Emmaus Catholic Partnership and Trowbridge Collaborative Schools.

Class Teacher – Job Description and Person Specification

Job Description: Class Teacher	Person Specification
Area:	We want a teacher who:
Qualification	Has qualified teacher status at the point of taking up the role
Class Teaching Manage an effective learning environment within and beyond the curriculum that supports the best possible progress of children. Administer and evaluate pupil profiles/assessments as appropriate.	Demonstrates strong classroom practice and organisation. Creates a positive and effective learning environment. Understands the individual needs of children and their development as learners. Uses this understanding to plan for inclusion of all pupils. Provides a good role model. Gives children and their parents meaningful, tactful feedback about their progress whilst listening to parents own observations and inputs. Has relevant experience of the age group. Is ICT literate. Collaborates effectively with colleagues and works well in a team.

<p>Curriculum Development</p> <p>Where relevant Support the development of a curriculum area within the whole school.</p>	<p>Demonstrates clear understanding of the relevant curriculum and how to develop it.</p> <p>Sees opportunities for developing literacy and numeracy across the curriculum.</p> <p>Involves colleagues in developing new ideas and supports the development of their practice.</p> <p>Leads and supports the development of school policies to ensure an interesting, well planned approach which is consistent throughout the school.</p> <p>Monitors the quality of learning and proposes improvements where necessary.</p> <p>Is committed to continual improvements and raising of standards.</p> <p>Communicates clearly and effectively.</p> <p>Knows how to access and make use of the range of INSET and other training resources available.</p>
<p>Safeguarding and Pastoral Care</p> <p>Monitor the welfare and discipline of children in the class to ensure that prompt, effective action is taken if required to support the development of their self esteem. Work within the school's management structures to ensure that appropriate senior colleagues are kept informed as appropriate.</p>	<p>Demonstrates clear understanding of the importance of safeguarding and the need to be fully compliant with processes and expectations.</p> <p>Creates a caring environment for pupils, promoting community values and citizenship.</p> <p>Listens carefully to what children and their parents say.</p> <p>Is sensitive to unspoken feelings.</p> <p>Conveys in clear, simple language the nature of the problems to be addressed.</p> <p>Responds to others with an appropriate balance of authority and caring concern.</p> <p>Communicates clearly and effectively with colleagues and senior managers.</p>

<p>Relationships with Parents</p> <p>Build relationships with parents so as to facilitate a working partnership with them and to communicate the aims of the school with particular regard to the relevant age group. Regularly report and discuss the progress of children with their parents.</p>	<p>Finds ways of involving parents in their children's education. Listens carefully to what parents say. Builds warm relationships based on respect with all parents keeping them informed about their child's progress and successes. Communicates clearly what the school, and in particular the focus of their teaching, is trying to achieve. Informs parents of problems promptly and tactfully, then works with them to find a positive resolution.</p>
<p>Other possible activities/developments</p> <p>Contributing to the extra-curricular programme through running a club.</p>	<p>Other general desirable personal qualities Demonstrates drive for high standards Expresses personal ambition to succeed Shows sense of humour</p>

Completing your application

Our method of Application is via the school website. We will not accept applications that are not submitted through this method, this includes CVs and letters of application.

Please be thorough and accurate when completing your application as we review these forms carefully during the shortlisting and selection process.

Shortlisting

Formal shortlisting will take place through a panel. Following this, successful applicants will be invited to interview and asked to confirm their attendance by return.

Online Checks

All candidates are subject to an online check for all shortlisted candidates with the intention of seeing your publicly viewable digital profile. We may choose to discuss this with you at interview.

Visits to the school are encouraged. To arrange a visit please contact Pam Poulter our School Business Manager via admin@st-johns-Trowbridge.wilts.sch.uk or on 01225 752006

Applications must be received on 12th May 2025 at 12.00 Noon

Interviews will take place 16th May 2025