

OUR LADY IMMACULATE CATHOLIC ACADEMIES TRUST  
**ST JOHN RIGBY PRIMARY SCHOOL**

*'God's will be done through work and play, as we follow Jesus day by day'*

**ST JOHN RIGBY  
CATHOLIC PRIMARY**



**Welcome**

Thank you for your interest in  
joining our amazing school



Application Pack

Post: **Class Teacher**

Contract Type: **Full Time/Part Time**

Start Date: **1<sup>st</sup> September 2026**



St John Rigby Catholic Primary is committed to safeguarding and promoting the welfare of children and young people, and expects all employers to share this commitment. The suitability of all prospective employees or volunteers will be assessed during the recruitment and selection process in line with this commitment. Successful appointment will be subject to an enhanced Disclosure and Barring Service (DBS) check.

Ref: 25/260101

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ST JOHN RIGBY PRIMARY SCHOOL



## CLASS TEACHER

To start 1<sup>st</sup> September 2026

**Salary:** M1 – M6 (UPS considered dependant on area of expertise and experience)

**Contract Type:** Full Time /Part Time

We are seeking to appoint an inspiring and highly committed Class Teacher who can ignite a real passion in our pupils by providing a rich and engaging curriculum within a nurturing learning environment. This is an exciting time to join our school as we continue on our journey to excellence. We are proud to work closely with professional partners to provide exceptional leadership development, as well as engaging in high-quality professional learning grounded in evidence-based practice, particularly for aspiring and newly qualified teachers.

### We are seeking applicants who are:

- Willing to support our school's ethos and contribute to the wider life of the school
- Highly motivated and able to foster a love of learning that inspires all pupils to do the best that is possible
- Confident teachers who can demonstrate high expectations of both pupil achievement and behaviour for all,
- Passionate about professional learning, demonstrating a desire to research and find out more in order to improve their own practice,
- Can work creatively to develop the primary curriculum,
- Flexible, with a strong commitment to teamwork,
- Have great organisational, interpersonal and communication skills,
- Keen to share and develop professionally as an outstanding, skilled teacher who demonstrates a potential for future leadership.

### In return, we can offer:

- A friendly, caring community where everyone is respected and valued;
- A happy, calm learning environment where well-behaved children, who are proud of their school, feel safe, confident and motivated to achieve their full potential;
- An experienced and supportive governing body who are committed to the school's development;
- A commitment to continued professional development and an openness to innovative ideas that will benefit our children;
- A good track record and experience of ECF-based training and support through mentoring and coaching;
- Opportunities to support career development within a forward-thinking school
- Investment in staff wellbeing

**“St John Rigby is a happy school. Pupils enjoy warm, trusting relationships with their peers and with staff, and these relationships help the children to thrive.**

**The school is a nurturing place to learn and staff wellbeing is a priority” (Ofsted rated GOOD Sept23)**

If you would like to join our team, we would love to hear from you.

We warmly welcome any visits to the school to see us in action.

Should you have any queries regarding the post or application process, please contact Mrs Di Pace on 01234 401900 or email [office@sjr.beds.olicatschools.org](mailto:office@sjr.beds.olicatschools.org)



Our Lady Immaculate Catholic Academies Trust is a large Catholic Multi Academy Trust situated in the northern half of the Catholic Diocese of Northampton. Bedford Catholic School forms part of the Trust along with ten Catholic primary schools and two Catholic secondary schools located across the geographical area of Northamptonshire and Bedfordshire



**ST JOHN RIGBY  
PRIMARY SCHOOL**

Polhill Ave, Bedford, MK41 9DQ  
Tel: 01234 401900 @stjohnrig

*Diocese of Northampton*

**Visit [www.stjohnrigby.org](http://www.stjohnrigby.org) for further information**

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# St John Rigby Catholic Primary

## JOB DESCRIPTION

### OVERVIEW

<b>Job Title</b>	Class Teacher
<b>Closing Date</b>	<b>The vacancy will close for applications once an appointment is made or by Wednesday 20<sup>th</sup> May 12.00pm, whichever is sooner.</b>
<b>Interview Date</b>	Applications for shortlisting will be considered upon receipt and interviews held on the 21 <sup>st</sup> / 22 <sup>nd</sup> May.
<b>Salary / Scale</b>	MPS (UPS considered depending on area of expertise) ECTs are very welcome to apply We will also consider Teacher Apprenticeships for the right candidate
<b>Contract type:</b>	Full time Permanent
<b>Purpose of the Position</b>	To promote high quality teaching, effective use of resources and the highest standards of teaching and learning for all pupils in accordance with the National Standards and as defined in the School Teachers' Pay and Conditions Document; to also have due regard to the requirements of the National Curriculum, Trust and school policies, including Safeguarding and Child Protection
<b>Key Responsibilities</b>	The professional duties of a Teacher are contained in the School Teachers' Pay and Conditions Document and the DfES Teachers' Standards. This job description may be amended at any time, following consultation between the Teacher and the Headteacher and will be reviewed annually
<b>Responsible to:</b>	The Headteacher
<b>Accountable to:</b>	The Headteacher



## Duties and Responsibilities

### 1. Catholic Purpose and Identity

- The school supports teachers who are Catholic and non-Catholic. The successful candidate must, however, be committed to supporting and safeguarding the Catholic ethos and identity of the school and its pupils.

### 2. Teaching and Learning

- Plan and teach well-structured lessons to assigned to assigned classes, following the school's plans, curriculum and schemes of work;
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment;
- Adapt teaching to respond to the strengths and needs of pupils;
- Use teaching strategies that keep pupils engaged through effective questioning, lively presentation and good use of resources;
- Create a safe and stimulating learning environment that supports learning and in which pupils feel secure and confident;
- Set high expectations which inspire, motivate and challenge pupils;
- Promote good progress and outcomes by pupils;
  - Demonstrate good subject and curriculum knowledge;
  - Participate in arrangements for preparing pupils for external tests.

### 3. Whole school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision;
- Make a positive contribution to the wider life and ethos of the school;
- Work with others on curriculum and pupil development to secure coordinated outcomes;
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach;
- Plan and deliver Catholic acts of worship to celebrate the children's achievements;
- To participate in staff meetings as required;
- To ensure that school policies are reflected in daily practice.

### 4. Health & Safety and Discipline

- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and school-specific procedures that apply to this role;
- To promote good attendance and monitor it in accordance with School policy;
- To promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's protection policy;
- To maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

### 5. Professional Development

- To take part in the school's appraisal procedures;
- To continue professional development in order to support school priorities and improve personal practice, maintaining a portfolio of training undertaken and the impact on practice;
- To participate in the school's appraisal procedures

### 6. Communication

- To communicate and consult with parents over all aspects of children’s education – academic, social and emotional;
- To create effective written reports to parents and SLT to advise of pupil progress
- To communicate effectively with colleagues, Trust Directors, Governors and other external agencies

## 7. Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school including Northampton Office for Religious Education, Evangelisation, Catechesis and Schools (NORES), other schools in their pastoral area, the Trust, the local authority where appropriate and other relevant organisations;
- Develop effective professional relationships with colleagues.

## 8. Personal and Professional Conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school;
- Have proper and professional regard for the Catholic ethos, policies and practices of the school, and maintain high standards of attendance and punctuality;
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities.

## 9. Any Other Duties

The post holder will be required to safeguard and promote the welfare of children and young people and follow school policies and the Trust Code of Conduct. The Trust is committed to ensuring that it complies with all legislative requirements on safeguarding and child protection and that the Trust actively values and promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The post-holder must carry out their duties with full regard to the Trust’s Equal Opportunities Policy in relation to employment and service delivery.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time and the post holder may be required to undertake other duties and responsibilities commensurate with the role as directed by the Headteacher or the Trust’s Strategic Executive Lead.

For more information, please contact Trust HR by email at: [TrustHR@Olicatschools.org](mailto:TrustHR@Olicatschools.org) or by telephone: 01604 497309 or, visit the OLICAT Trust website: [www.olicatschools.org](http://www.olicatschools.org)

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## CLASS TEACHER - PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	EVIDENCE
<b>QUALIFICATIONS &amp; TRAINING</b>			
1 Qualified Teacher Status		✓	• Application • Interview
2 Degree or equivalent	✓		
3 Participation in external professional development in the last 3 years		✓	
4 Up-to-date knowledge and awareness of current educational initiatives, issues and trends		✓	
5 Catholic Certificate of Religious Studies or equivalent		✓	
<b>FAITH COMMITMENT</b>			
1 Commitment to contribute to the ethos and values of the school	✓		• Application • Interview
2 Understanding of the distinctive nature of a Catholic school		✓	
3 Practicing Catholic		✓	
3 Evidence of participation in life of a faith community		✓	
<b>EXPERIENCE</b>			
1 Evidence of successful primary school teaching experience		✓	• Application • Interview
2 Understanding of or evidence of promotion of positive behaviour management strategies	✓		
3 Understanding of or evidence of successful experience of accelerating rates of pupil progress	✓		
4 Experience of leading a subject and development of a curriculum area		✓	
5 Experience of working with children from diverse backgrounds		✓	
<b>SKILLS &amp; KNOWLEDGE</b>			
1 Knowledge of the whole primary curriculum		✓	• Application • Interview
2 Understanding or knowledge of effective teaching and learning strategies and how to implement them effectively		✓	
3 Understanding of how children learn and how to adapt teaching to meet their needs		✓	
4 Ability to build effective working relationships with pupils	✓		
5 Good IT skills, particularly using ICT to support learning	✓		
6 Data analysis skills, and the ability to use data to set targets and identify weaknesses		✓	
7 Knowledge of good behavior for learning strategies and how to implement them effectively		✓	
8 Knowledge and understanding of the implications of equal opportunities and inclusion	✓		
9 Knowledge of legal requirements, national policy and guidance on the safeguarding of children	✓		
10 Knowledge of current procedures and strategies for raising standards		✓	
<b>PERSONAL QUALITIES</b>			
1 Commitment to educating the whole child	✓		• Application • Interview
2 Commitment to getting best outcomes for all pupils and promoting the Catholic ethos and values of the school	✓		
3 High expectations for all pupil attainment and progress	✓		
4 Ability to work under pressure and priorities effectively	✓		
5 Commitment to maintaining confidentiality at all times	✓		
6 Commitment to safeguarding and diversity	✓		
7 Ability to listen/communicate clearly with a range of audiences	✓		
8 A reflective practitioner with a commitment to continuing professional development	✓		
9 Flexible, resilient and strong organisational skills	✓		

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