



St. Augustine's Catholic Primary School

Head of School: Rachel Swindell Assistant Head: Amy Casey

Chair of Governors: Joseph Zammit

We try to follow Jesus by loving each other and caring for God's world.



Reception Class Teacher (part time)

Required from 1st September 2026, (or suitable time that the successful applicant can start)

Organisation:	St. Augustine's Catholic Primary School
Place of work:	Old Costessey, Norwich
Salary details:	0.4 Main scale FTE (Applications from ECTs are welcome)
Job term:	Part time – 2 days, term time (Mondays & Tuesdays)
Appointment:	Permanent
Closing Date:	Friday 22nd June 2026 at 12pm
Interview Date:	Week beginning 29th June 2026

St. Augustine's is a Catholic Primary school with Academy status. We are part of the St John the Baptist Catholic MAT, and therefore benefit from having both an EEF Research School and a DfE Teaching School Hub.

We are seeking an outstanding, enthusiastic and imaginative teacher who would love to become part of our delightful school. You will need to be an excellent practitioner, who is totally committed to making a difference to our children's learning. You must have a sound knowledge and understanding of planning, delivering and assessing children within the primary curriculum, which is rooted in up to date pedagogical theory.

You are warmly invited to visit the school or telephone the Head Teacher, who will be pleased to discuss the post in more detail.

For an application form and further details including a job description and person specification, please visit our website at: <http://www.st-augustines.norfolk.sch.uk/key-information/staff-vacancies/>

Join us at St. Augustine's and benefit from:

- a culture which values respect, honesty and kindness;
- great training, leading to great professional development and career progression;
- an outstanding quality of relationship between pupils and staff, and between pupils themselves;
- Our Trust Staff Charter, including a focus on reducing teacher workload.

If you have not received an invitation to interview by the interview date, you should assume that your application for the post has not been successful.

St. Augustine's welcomes applications from members of minority ethnic communities and those with disabilities.

We are unable to provide sponsorship for this position, so please ensure you have the right to work in the UK before you apply.

The school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment in accordance with safer recruitment practices and the statutory guidance in Keeping Children Safe in Education. Successful applicants will be required to provide references and undertake an Enhanced Disclosure and Barring Service (DBS) check and comply with the Safeguarding Policy and Child Protections practices of the Trust.

We reserve the right to close advertisement early. Advertisements will therefore close the day the decision has been taken to close the advertisement early.



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Job Description and Specifications

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Job term:	Part time – 2 days, term time (Mondays & Tuesdays)
Appointment:	Permanent
Reporting to:	Head Teacher and EYFS Phase Lead

Main purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.
- Meet the expectations set out in the Teachers' Standards.

Duties and responsibilities

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Teaching

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils, incorporating the areas of learning for Early Years Foundation Stage (EYFS) in line with the policies of the school.
- To facilitate, support and monitor the overall progress and development of EYFS pupils and designated groups of pupils (SEND, FSM etc.) Prepare and implement and learning support plans for individual pupils.
- To foster a learning environment and educational experience which provides pupils with the opportunity to fulfil their individual potential.
- To share in the development of the EYFS curriculum, courses of study, teaching materials, teaching programmes, methods of teaching and assessment and their review.
- To support and contribute to the school's responsibility for safeguarding children.
- Co-operation and close liaison with the children's families and professionals within the Early Years Foundation Stage and the wider school, including fellow staff and colleagues from external agencies (for example, specialist teachers from the LA support services, health professionals and social workers).
- Working with others to plan and coordinate work both indoors and outdoors.
- Motivating and stimulating children's learning abilities, encouraging learning through experience
- Liaising with the Nursery & Year 1 staff to ensure smooth transitions throughout EYFS, and into Year 1.

Whole-school organisation, strategy and development

- Make a positive contribution to the wider life of the school community, and support its distinct Catholic ethos and values.
- Work with others on curriculum and pupil development to secure co-ordinated outcomes.
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach.
- Work as a team to plan, prepare and evaluate all aspects of EYFS provision.

St. Augustine's Catholic Primary School, 19 West End, Old Costessey, Norwich. NR8 5AG

Tel: 01603 – 743317

Email: office@st-augustines.norfolk.sch.uk

Website: www.st-augustines.norfolk.sch.uk



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Health, safety and discipline

- Promote the safety and wellbeing of pupils.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.
- Follow and actively promote the school's policies and procedures.
- Comply with health and safety policy and undertake risk assessments as appropriate.

Professional development

- Take part in the school's appraisal procedures.
- Take part in further training and development in order to improve own teaching.
- Where appropriate, take part in the appraisal and professional development of others.

Communication

- Communicate effectively with pupils, parents and carers.

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

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 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.

Management of staff and resources

- Direct and supervise support staff assigned to them, and where appropriate, other teachers.
- Contribute to the recruitment and professional development of other teachers and support staff.
- Deploy resources delegated to them.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the head teacher or line manager.



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Person specification*

CRITERIA	QUALITIES	ESSENTIAL
Qualifications and experience	Qualified to degree level including Qualified Teacher Status.	✓
	Early Years specialist training.	
	To have teaching experience and understanding of transitions in the EYFS phase, and between Reception and KS1.	
Skills and knowledge	Knowledge of guidance and requirements around safeguarding children.	
	Knowledge of the Early Years Foundation Stage and a commitment to the highest standards of teaching and learning.	✓
	A clear understanding of how young children learn and the ability to plan for effective and high quality teaching and learning in the Early Years.	
	An understanding of the principles and practices of observations, assessment and planning and how these can be used effectively to maximise pupil progress for all groups of children.	✓
	To have experiences of working with children with SEND and adapting teaching to meet all children's needs.	
	The ability to meet all children's needs to ensure every child makes good progress including those with English as an additional language and children with additional or complex needs or disabilities.	
	To be able to manage behaviour effectively using a range of strategies.	✓
	The ability to maintain professional and positive relationships with children, staff, parents and external agencies.	✓
	Good ICT skills, particularly using ICT to support learning.	✓
Personal qualities	Have an excellent attendance record and be reliable with a high degree of integrity.	✓
	Approachable with excellent interpersonal skills when dealing with others on all levels.	✓
	Well-organised, enthusiastic, energetic and flexible.	✓
	Resilient and demonstrates the ability to work under pressure. Manages time effectively.	✓
	Values and respects the views of children.	✓
	Self-motivated and able to take initiative and responsibility.	✓
	A willingness to learn with and from colleagues.	✓
	Proactive in maintaining own professional development and can seek help from others when needed.	✓
	A commitment to take part in all aspects of the life of St. Augustine's school, including meetings, training, special events and other activities as required.	✓
	To be committed to safeguarding, equality, diversity and the inclusion of all.	✓
Adheres to the St. Augustine's code of conduct.	✓	

**This job description may be amended at any time in consultation with the post holder.*