



RECRUITMENT PACK

Teacher

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WELCOME FROM LAURA BUSHELL, HEADTEACHER

Dear Applicant,

Thank you for your interest in joining St Mary's RC Primary School, I hope you find the information in this recruitment pack both informative and inspiring.

At St Mary's RC Primary School, we are proud to be a warm, inclusive, and nurturing environment where every member of staff is committed to making a difference. Our team is passionate, dedicated, and united by a shared belief in giving every child every chance to succeed—academically, socially, and spiritually.

We are looking for individuals who share our values, enthusiasm, and commitment to excellence in education. In return, we offer a supportive and collaborative working environment where staff are valued, developed, and encouraged to grow.

If you are driven to inspire young minds and want to be part of a caring and forward-thinking school, we would be delighted to hear from you.

We look forward to receiving your application.

Yours faithfully,

Laura Bushell

Headteacher

St Mary's RC Primary School

WELCOME FROM DANIEL FRAZER, CHAIR OF THE BOARD OF GOVERNORS

Dear Applicant,

As Chair of Governors, I would like to warmly welcome you to St Mary's RC Primary School and thank you for your interest. Our school is located near the heart of Burnley, and we are a part of the Romero Catholic Academy Trust.

Our school motto 'To learn and grow together in Christ' is lived out every day in the actions of our staff, children, and governors, who together all aim to provide a safe, caring and engaging Catholic community, where everyone is championed and enabled to achieve their best.

We are truly blessed to have such a dedicated team of staff, who tirelessly work to provide a learning environment of kindness and tolerance, friendship and positivity and allow our children to aim high.

You will have the opportunity to build on our school community, journeying with our children to 'aspire not to have more, but to be more' (St. Oscar Romero).

Yours faithfully

Daniel Frazer

JOB ADVERT

TEACHER

PERMANENT/ FULL TIME

MAIN PAY SCALE £32,916- £45,352

RESPONSIBLE TO: HEADTEACHER

MAIN LOCATION: ST MARY'S RC PRIMARY SCHOOL

REQUIRED TO COMMENCE 1ST SEPTEMBER 2026

St Mary's RC Primary School are a warm and welcoming School and are part of the Romero Catholic Academy Trust. 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 a highly motivated and enthusiastic Teacher. This is an opportunity to step into a role where your expertise will have immediate impact and where your own professional growth will be accelerated in a rich, supportive environment. This position is suitable for both experienced teachers and ECTS.

We are looking for a teacher who:

- Is a highly skilled practitioner with a track record of securing progress
- Has the resilience, drive and passion to improve outcomes for all pupils
- Wants to work in a school where their teaching truly makes a difference
- Is committed, reflective and ready to give 100% to the role

This is a role for someone who wants challenge *and* the professional reward that comes with it.

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 the school office on **01282 427546** or messageus@st-marys-burnley.lancs.sch.uk.

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.

If you wish to apply, please do so via our website which will direct you to our recruitment platform My New Term following the link [Romero Catholic Academy Trust | Vacancies](#)

Closing Date	18/5/26
Interview Date	21/5/26

TEACHER

JOB DESCRIPTION

JOB PURPOSE

The post holder is required to meet the conditions laid out in the School Teachers' Pay and Conditions document and the Guidance on School Teachers' Pay and Conditions, particularly in the below areas:

- Professional Responsibilities
- Health, Safety and Well-being of pupils
- Professional Development
- Communication
- Working Time

To carry out the functions of a teacher at St Mary's RC Primary School in accordance with the stated aims and objectives of the school and to contribute to improvement in accordance with the aims of the School Improvement Plans. These include the following list of duties and responsibilities, and any other duties as may reasonably be expected.

MAIN DUTIES AND RESPONSIBILITIES

Your duties and responsibilities will include:

PROFESSIONAL RESPONSIBILITIES

- Interact with young people, colleagues, parents, and other professionals in line with the school's values and mission statement.
- Plan, prepare and teach lessons according to students' educational needs, resulting in deep and substantial learning.
- Assess, record, and report on the development, progress and attainment of students assigned within the guidelines of the Staff Handbook and assessment policy of the school.
- Promote and facilitate the general progress and well-being of individual students in assigned groups providing appropriate educational guidance on matters relating to their subjects.
- Play a full role in maintaining and raising standards across the school, promoting good pupil behaviour and efficient implementation of school policies and routines.
- Work closely with the senior leadership team, taking advice and direction and give any reasonable support they need to plan and implement the curriculum and raise standards in the faculty.
- Attend and fully participate in meetings as requested by Senior Leaders.
- Contribute to extra-curricular activities.
- To take responsibility for own professional development, fully engaging in ECT, performance management and CPD to become an excellent teacher.

- To participate in the school's appraisal arrangements.
- To adhere to the school's and department Health and Safety policy and procedures.
- Any other tasks that are reasonably requested within the area of this responsibility.

QUALITY ASSURANCE

- Participate in arrangements for their own further training and professional development.
- To support quality assurance activities across school such as work scrutiny, learning walks, lesson observations and pupil voice.

COMMUNICATIONS

- To ensure effective communication with the parents with well written reports, meetings and telephone calls when required.
- To play a full role in ensuring communication within school is clear and efficient.

TEACHING

- You are required to carry out the statutory duties of a schoolteacher as set out in your contract, always striving for excellence.

ADDITIONAL DUTIES

- The post holder will support the distinctive Catholic mission and ethos of the school.

TEACHER

PERSON SPECIFICATION

Qualifications	Essential (E) Desirable (D)	Evidenced by: Application (A) Certificate (C) Interview (I) Test (T) Reference (R)
Qualifications and Training		
Qualified teacher status	E	A / C
Educated at degree level	E	A / C
PGCE or equivalent	E	A / C
Further study e.g. Diploma, Masters or PHD	D	A / C
Experience		
Proven track record of success as a teacher, as exemplified by good examination results; for trainees, evidence should consist of a positive placement reference.	E	A / I
Experience of teaching KS1 and KS2	E	A / I
Up to date understanding of how children learn	E	A / I
Good understanding of the principles of effective behaviour management.	E	A / I
Knowledge, Skills and Abilities		
Ability to engage all students, build strong relationships and inspire them to achieve.	E	A / I / R
Leadership potential – ability to inspire and influence colleagues.	D	A / I / R
Able to adapt the curriculum to meet the needs of all students including those with SEND and the more able.	E	I / R
Good interpersonal, organisational, presentational and IT skills.	E	I / R
Ability to work hard with competing deadlines, prioritising appropriately and maintaining good humour.	E	A / I / R
Personal Qualities		
To be interested in children as individuals, in how they learn and in their social, emotional and spiritual development.	E	I / R
To believe in the importance of teamwork and a collaborative approach and be able to build supportive working relationships with colleagues.	E	I / R
To support senior leaders in identifying ways we can improve while accepting and supporting decisions and school policy.	E	I / R
Absolute commitment to safeguarding the welfare of children and young people.	E	I / R
Self-awareness: able to identify own areas of strength and areas for development.	E	I / R

Emotional intelligence: able to regulate own emotional responses and to empathise with others.	E	A / I / R
Can demonstrate strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision.	E	I / R
Commitment to supporting the school's Catholic ethos as expressed in our mission statement and core values.	E	I / R
Commitment to the Trust's ethos and values	E	A / I
Other		
Commitment to safeguarding and protecting the welfare of children and young people	E	A/I
Commitment to equality and diversity	E	A
Commitment to health and safety	E	A
Essential car user	E	A
Note: We will always consider your references before confirming a job offer in writing		
Prepared by:	HR Team	Date: 05/2026

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

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

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.

HOW TO APPLY

If you would like to find out more about the position, please contact Mrs Michelle Llewellyn-Evans on 01282 427546 or messageus@st-marys-burnley.lancs.sch.uk.

If you wish to apply, please do so via our website which will direct you to our recruitment platform, My New Term following the link [Romero Catholic Academy Trust | Vacancies](#)

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.

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