



RECRUITMENT PACK

Class Teacher

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WELCOME FROM LISA STINCHON, HEADTEACHER

Dear Applicant,

Thank you for your interest in the Class Teacher position at Sacred Heart Primary School. I am delighted that you are considering joining our wonderful school community, and I hope this introduction gives you a genuine sense of who we are and what we value.

Sacred Heart is a happy, thriving school on the edge of Colne, within easy reach of Foulridge, Barrowford and Blacko. We are blessed with beautiful surroundings and spacious school grounds, including a large playing field, three playgrounds and two conservation areas. Our Foundation Stage children also enjoy a dedicated, stimulating outdoor area with both covered and grassed spaces that support play and learning throughout the year.

At Sacred Heart, we pride ourselves on being a warm and welcoming community with a strong family feel. Rooted in our Catholic faith, we are guided by our shared values and a commitment to nurturing every child so that they flourish both academically and personally. Our most recent Catholic Schools Inspection, alongside our strong pupil outcomes, reflect the hard work, dedication and passion of our whole staff team.

As a school, we are committed to providing the highest quality education for all within a caring, supportive and inclusive environment. Our curriculum is rich, vibrant and ambitious, and we encourage creativity, curiosity and a love of learning in everything we do. As a class teacher, you will be supported by a collaborative staff team who place children at the heart of their practice and who work together to ensure that every child has access to exceptional teaching and meaningful learning experiences.

We are also fortunate to enjoy strong relationships with our parents and the wider community. Many volunteers give generously of their time, and our Friends of Sacred Heart group plays an active role in fundraising and enhancing school life for our pupils.

I am incredibly proud of our children. They are enthusiastic, caring, resilient and a joy to work with. The successes of our school are the result of a dedicated staff team working alongside children who embrace every opportunity with positivity and determination.

If you share our values, our ambition, and our belief in the potential of every child, I warmly encourage you to apply. We would be delighted to welcome a new class teacher who is committed, reflective and ready to contribute to the life and mission of Sacred Heart.

I wish you every success in your application and hope to welcome you to our team.

Yours sincerely,

Mrs Lisa Stinchon

Headteacher

WELCOME FROM MICHAEL MAUD, CHAIR OF THE BOARD OF GOVERNORS

Dear Applicant,

Thank you for your interest in joining our team at Sacred Heart RC Primary School. We are delighted that you are considering applying for our maternity cover teaching position and warmly welcome you to learn more about what makes our school such a special place to work.

Sacred Heart is a happy, nurturing, and faith-centred community where every member is valued. As our Headteacher expresses in her welcome, we are “warm and welcoming community with a strong family feel” committed to ensuring that every child can flourish and achieve their very best.

Situated on the edge of Colne, our school benefits from a beautiful setting surrounded by Lancashire countryside. Our extensive grounds include a large grass playing field, three playgrounds, and two conservation areas, as well as a bright, stimulating Early Years outdoor environment. These spaces enrich our curriculum and support children’s wellbeing and development.

We are proud to offer a high-quality, inclusive education within a caring and supportive environment. Our staff are dedicated professionals who work together to create an exciting curriculum and outstanding learning experiences. The school’s strong results and positive inspection feedback reflect the commitment and hard work of our whole school community.

Sacred Heart thrives on the support and engagement of our parents and the wider community. Volunteers play an active role in school life, and our Friends of Sacred Heart group helps raise funds for additional facilities and enrichment opportunities. This strong partnership ethos contributes greatly to the warm and collaborative atmosphere that defines our school.

As part of the Romero Catholic Academy Trust, we are guided by our mission to “Let Your Light Shine”, placing Gospel values at the heart of school life. Our Catholic identity shapes the way we teach, learn, and care for one another. Religious Education is central to our curriculum, and we strive to nurture children who are not only academically capable but also compassionate, confident, and ready to take their place in the world.

By joining Sacred Heart, you will become part of a supportive, enthusiastic, and dedicated staff team who are passionate about making a difference. We value the strengths and talents of every colleague and look forward to welcoming a teacher who will share in our commitment to providing exceptional education during this period of maternity cover.

We hope this job pack gives you a clear sense of who we are and what we stand for—and we look forward to receiving your application.

We look forward to seeing you.

Yours faithfully

Michael Maud

JOB ADVERT

CLASS TEACHER

MATERNITY COVER

MAIN PAY SCALE M1 – M6, £32,916 - £45,352

RESPONSIBLE TO: HEADTEACHER

MAIN LOCATION: SACRED HEART RC PRIMARY SCHOOL

REQUIRED 01/06/2026 TO COVER MATERNITY LEAVE

The Board of Directors of the Romero Catholic Academy Trust, alongside the Governors of Sacred Heart RC Primary School, are seeking to recruit an enthusiastic and creative teacher with an up-to-date knowledge of the national curriculum and the SEND code of practice. This person must be highly motivated, hardworking and committed to their own professional development.

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 864362** or bursar@sacredheart-pri.lancs.sch.uk.

Full details are available from the 'My New Term' website Education Job Search | Find Teaching, <https://mynewterm.com>.

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	27/03/2026
Shortlisting Date	01/04/2026
Interview Date	23/04/2026

CLASS TEACHER

JOB DESCRIPTION

JOB PURPOSE

To provide high-quality educational experience for all children.

MAIN DUTIES AND RESPONSIBILITIES

Your duties and responsibilities will include:

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 the 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

CLASS TEACHER

PERSON SPECIFICATION

Qualifications	Essential (E) Desirable (D)	Evidenced by: Application (A) Certificate (C) Interview (I) Test (T) Reference (R)
Qualifications and Training		
<ul style="list-style-type: none"> • Qualified Teacher Status • Degree • Recent and relevant CPD • Willingness to identify, seek and attend appropriate CPD 	E	A/C/I/T/R
Knowledge and Experience		
<ul style="list-style-type: none"> • Demonstrate a passion for achieving the very best for every child • Inspire children through creative and meaningful learning opportunities • Understand the importance of building up subject-specific skills before applying them in different contexts • Embrace change and is passionate about planning and delivering an inspiring and engaging curriculum • Use assessment and feedback as tools for driving forward attainment and progress • Ensure every opportunity is made to maximize learning and progress with the mindset that all children should be achieving age-related expectations • Create a welcoming, calm and safe learning environment which is stimulating and creative • Effective use of IT to support teaching and learning • Excellent knowledge of and expertise in planning, delivering and assessing the National Curriculum, especially in Maths, English and Phonics • Understand the current expectations for the end of the Key Stage in which you teach in terms of both attainment and progress • Well organised and have the highest expectations of learning, achievement, progress and behaviour • Proactive in seeking advice and learning from colleagues to further themselves professionally • Apply consistent positive behaviour management strategies that promote our positive ethos and policy • Work, communicate and deploy other adults effectively to enhance teaching and learning • Work with school systems to effectively safeguard children 	E	A/I/T/R

<ul style="list-style-type: none"> • Good knowledge and understanding of recent developments in education 		
Subject Leadership		
<p>Ensure key learning for your subject builds on the National Curriculum purpose of study, aims and attainment targets and is clearly sequenced with progression of knowledge, skills and vocabulary</p> <ul style="list-style-type: none"> • Monitor standards in teaching and learning using a range of strategies, including book looks, pupil interviews, observations etc • Complete subject specific action plans to improve teaching and learning • Actively participate in and seek relevant CPD opportunities • Share good practice and support colleagues by planning and delivering staff meetings, INSET and twilights • Produce, review and update relevant policies and staff guidance • Report on developments and standards to stakeholders including to governors • Ensure resources support effective teaching and learning • Contribute to a supportive and collegiate school ethos where all staff feel free to seek advice and support • Lead by example as an excellent teacher 	E	A/I/T/R
Other		
<ul style="list-style-type: none"> • Very high professional standards • Holds themselves to account for their performance • Work effectively across different teams by jointly planning and working collaboratively • Establish and maintain excellent relationships with children, parents and colleagues • Flexible and hardworking attitude to work, team player and ability to use initiative • Well-motivated, calm and positive attitude • High level of integrity and confidentiality • Excellent health, attendance and punctuality • Knowledge and experience of confidentiality, safeguarding and health & safety • Organised and effective time management skills • Enthusiastic and fully committed to playing an active role in every aspect of school life • Neat, tidy and professional appearance 	E	A/I/T/R
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: L Stinchon	Headteacher	Date: 04/03/2026
		March 2026

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.

CLASS TEACHER

HOW TO APPLY

If you would like to find out more about the position, please contact Mrs Anne Marie Darwin on 01282 864362 or bursar@sacredheart-pri.lancs.sch.uk.

Full details are available from the 'My New Term' website Education Job Search | Find Teaching, <https://mynewterm.com>.

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