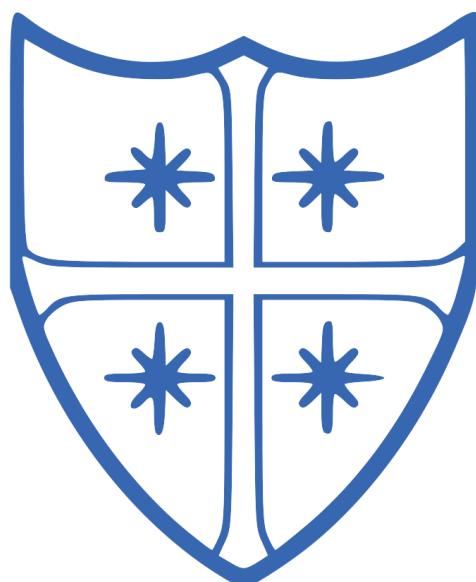


# ST CUTHBERT'S CATHOLIC ACADEMY

## Class Teacher Application Pack

SCCA



*In kindness and faith we belong*



Diocese of Lancaster  
**Education Service**  
Euntes in mundum



Closing date:  
Monday 2<sup>nd</sup> February 2026 – midday

Shortlisting Date:  
Tuesday 3<sup>rd</sup> February 2026

Interview Date:  
Friday 6<sup>th</sup> February 2026

# Welcome to St Cuthbert's Catholic Academy

Thank you for your enquiry about the post of Class Teacher at St Cuthbert's Catholic Academy. This temporary position offers an exciting opportunity for an Early Careers teacher or more experienced professional, ready to join our team of dedicated staff for a full year. This is to cover maternity leave starting on 23rd February 2026 (start of Spring 2) until 12th February 2027 (end of Spring 1). The position would be within our year two classroom in the first instance, until the end of this academic year. The position could remain in Year 2 for the start of the new academic year (2026/27), or an alternative year group considered.

St Cuthbert's is part of the Blessed Edward Bamber Multi Academy Trust (BEBMAT) and has a particularly close and unique relationship with Christ the King Catholic Academy (both schools are led by the same leadership team). We are looking to appoint an enthusiastic, skilled teacher who will support the schools' aspirations for improving the life chances of the children and families we serve.

The position advertised involves teaching within our Year 2 learning environment that will in turn make a significant contribution to the positive educational outcomes of our children. Both of our schools are one form entry however shared planning, organisation and discussion opportunities are frequent between our two sites. There are also opportunities to move between sites, in future years should this be something that interests you if further positions become available.

St Cuthbert's was built in the 1970's but has had a number of adaptations, extensions and improvements over the years. The most recent investments have involved new energy efficient lighting, heating systems and a new outdoor play area for our Reception children.

Although the position is based at St Cuthbert's it is important to understand the close working relationship between them and Christ the King due to the shared leadership team structure. Both schools are unique and distinct in their own way but share a consistent curriculum, behaviour policy and governing body. This special partnership, along with our network with other local Catholic schools in the Blackpool area, continues to strengthen both the practice and faith development of our two schools.

I have been Executive Headteacher across the two school sites I serve for just over ten years and prior to that I was the substantive head at Christ the King. The leaders, staff, pupils and I have worked hard over this time to move our schools forward. Both schools are graded good by Ofsted and enjoy close links with St Mary's (Secondary and 6th Form). These three schools were the first schools to form the Blessed Edward Bamber Catholic Multi Academy Trust (BEBMAT) at the start of the academy journey in 2014. St Cuthbert's is located in South Shore about three miles away on a large site including conference facilities and playspace. St Cuthbert's church is a short walk away from the school on Lytham Road. As you may already know Christ the King and St Mary's Catholic Academies are uniquely co-located on the same site following a large capital programme. The parish church of Christ the King is also on the same site.

Our motto at St Cuthbert's is: "In kindness and faith we belong." Staff embrace this vision for our pupils and school wholeheartedly. Our goal at St Cuthbert's is to create, with our pupils, a loving Catholic learning community in which they are able to thrive and reach their potential, growing into confident, thoughtful and happy young people. This is the heart of our Catholic identity and is the basis of our children's spiritual and moral education.

# Welcome to St Cuthbert's Catholic Academy

Our school was recently described as a “highly inclusive school which offers an excellent level of care to vulnerable pupils and families. Our children feel safe and know they are loved.” (Diocesan Inspection March 2025)

Pupils at St Cuthbert's Catholic Academy, “care strongly about each other and their school. Pupils live up to the school’s ethos to ‘be safe, respectful and responsible’ in their school life, pupils to feel safe (and) happy at school.” (Ofsted Inspection March 2023)

We work hard to engage our pupils to believe in themselves, belong to our community in faith and strive to become the best that they can be. Family life for many of our children and their families, is a struggle. Our mission across both schools is to strive towards providing a place that is filled with fun, laughter, enjoyment and discovery. We aim to remove as many barriers to learning as possible, to ensure our pupils achieve their full potential.

The work we undertake here in Blackpool will always be challenging, but the co-operative and tireless approach of our two schools, growing together over the last few years, has been fundamental to our success. We are quite rightly very proud of the work our governors, staff and pupils have done to achieve this, but are now eager to look to the next chapter in the life of the two schools, post pandemic. There is, as always, much to do as we continue to be ambitious for all children to experience the very best teaching and achieve well.

Yours sincerely,



Mrs Sarah Smith  
Executive Headteacher



**'In Kindness And Faith We Belong'**

# CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Class Teacher at St. Cuthbert's Catholic Academy. St. Cuthbert's is part of the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT).

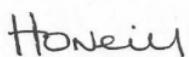
This is a fabulous opportunity for you to join us and work with a fantastic group of committed staff who believe strongly in education and working to improve the life chances of our children and young people.

The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of the children and young people can 'belong, engage and become' – and reach their full potential by realising their God-given talents.

The Trust works in partnership as one family of schools, whilst maintaining and celebrating the uniqueness of each individual school and the community it serves. We are a values-driven Trust. Our core values of Trust, Respect, Faith, Hope and Service are our hallmarks. These values underpin all of our relationships; between staff, pupils, families, our wider parishes and local communities.

In our Trust, we welcome people who share our vision and our absolute commitment to our pupils, our staff, our families, parishes and the wider communities we serve.  
If you believe you have the knowledge, skills and experience to make a positive contribution then we would welcome an application from you.

Yours sincerely,



Helen O'Neill  
Chief Executive Officer

# Trust Schools



Christ the King  
Catholic Academy



Holy Family Catholic  
Primary School,  
Blackpool



Holy Family Catholic  
Primary School,  
Warton



Our Lady of the  
Assumption Catholic  
Primary School



Sacred Heart  
Catholic Primary  
School



St Bernadette's  
Catholic Primary  
School



St Cuthbert's  
Catholic Academy



St John Vianney  
Catholic Primary  
School



St Joseph's Catholic  
Primary School



St Kentigern's  
Catholic Primary  
School



St Mary's Catholic  
Academy, Blackpool



St Mary's Catholic  
Primary School,  
Fleetwood



St Mary's Catholic  
Primary School,  
Great Eccleston



St Teresa's Catholic  
Primary School



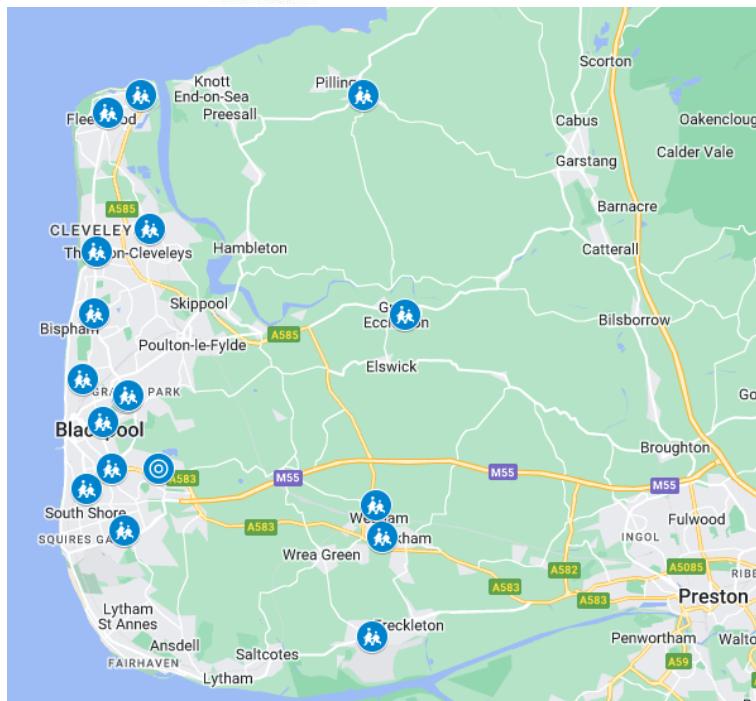
St William's Catholic  
Primary School



St Wulstan's &  
St Edmund's Catholic  
Primary School



The Willows Catholic  
Primary School



# What we offer - Benefits

## Living Wage Employer



As an employer, we pay the real Living Wage so you can always be sure that you'll earn no less than the current rate.

## Pension Scheme



Teaching staff: You will be enrolled into the Teachers' Pension Scheme.  
Non-teaching staff: You will be enrolled into the Local Government Pension Scheme.

## Health and Wellbeing



We offer access to free and confidential wellbeing services including GP service, counselling, mindfulness support and physiotherapy.

## Death in Service



Should the worst happen, your nominated beneficiary will receive a payment of 3 x your annual salary if you are part of the pension scheme (TPS or LGPS).

## Flu Jab



Our Trust offers all employees a flu vaccination. Employees can arrange their own vaccination and reclaim the cost up to the value of £15.00.

## Travel to Work Scheme



We offer discounted travel via Blackpool Transport for the use of buses and trams.

# How to apply

## Prior to applying

If you are unclear about any aspect of the application process or you would like any additional information about the school or the role, please contact Sarah Smith, Executive Headteacher:

Telephone - 01253 395985

or

Email - [ssm@ctkacademy.co.uk](mailto:ssm@ctkacademy.co.uk)

## Application process

Please follow the link below to our careers page and complete your online application:

<https://mynewterm.com/school/St-Cuthbert's-Catholic-Academy/141115>

Closing date for applications: **Monday 2<sup>nd</sup> February 2026 – midday**

Shortlisting date: **Tuesday 3<sup>rd</sup> February 2026**

Interview dates: **Friday 6<sup>th</sup> February 2026**

## Post Details:

**Grade: Teachers' Pay Range**

**Salary: Teachers' Pay Range**

**Contract: Fixed Term to cover maternity leave until 12<sup>th</sup> February 2027 or until the substantive postholder returns**

**Hours: Full Time**

**Start Date: 23<sup>rd</sup> February 2026**

# Job Description

## Class Teacher

### **1.0 JOB PARTICULARS**

#### **1.1 Job Title: Full-time teacher – Teacher's Pay Scale**

#### **1.2 Purpose and responsibility:**

Under the reasonable direction of the Headteacher, to carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD) 2015 and to carry out such duties to the appropriate standard detailed in the Professional Standards for Teachers. To teach in accordance with the ethos, organisation and policies of the school as a fully committed member of the teaching team and as detailed in the specific duties below.

As a minimum, main scale teachers will be asked to maintain a focus/overview of a specified subject area in order to advise the school. You are not held responsible or accountable for the subject or the work of other colleagues, unless you request such duties as part of your professional development. The headteacher would wish to ensure that such a request did not distract you from your duties in respect of teaching and learning. This job description is based on and uses text taken directly from the STPCD 2015 and Professional Standards for Teachers.

#### **Area of focus:-**

#### **1.3 Line Management: Reporting to - Team Leader.**

Responsible for – directing the work of allocated Teaching Assistants to ensure effective pupil progress for all pupils.

#### **1.4 Liaising with:** Headteacher, Leadership Team, Teachers, Support Staff, Parents, Directors, external agencies.

#### **1.5 Working Time:** Full time as specified within the School Teachers' Pay and Conditions Document.

### **2.0 SPECIFIC DUTIES**

#### **2.1 Exercise of general professional duties**

Teachers are expected to carry out the professional duties of a teacher under the reasonable direction of the head teacher. You will be required to comply with directions which may reasonably be given to you by the head teacher from time to time.

#### **2.2 Professional duties**

The following extracts from School Teachers Pay and Conditions (STPCD) 2015 outline the responsibilities of a teacher other than a Headteacher and will be deemed to be updated each year in line with changes in the STPCD. Teachers should refer to the STPCD for a complete statement of their duties and conditions of service. The paragraph numbers 52.1 to 54.10 indicate extracts taken from Section 2, Part 7, of STPCD 2015.

#### **Teachers**

52.1 A teacher may be required to undertake the following duties –

#### **Teaching**

52.2 Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.

52.3 Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.

52.4 Participate in arrangements for preparing pupils for external examinations.

#### **Whole school organisation, strategy and development**

52.5 Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.

52.6 Work with others on curriculum and/or pupil development to secure coordinated outcomes.

52.7 Subject to sub-paragraph 54.7 supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.

# Job Description

## Class Teacher

### Health, safety and discipline

- 52.8 Promote the safety and well-being of pupils.
- 52.9 Maintain good order and discipline among pupils.

### Management of staff and resources

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

### Professional development

- 52.13 Participate in arrangements for the appraisal and review of their own performance, and, where appropriate, that of other teachers and support staff.
- 52.14 Participate in arrangements for their own further training and professional development, and, where appropriate, that of other teachers and support staff including induction.

### Communication

- 52.15 Communicate with pupils, parents and carers.

### Working with colleagues and other relevant professionals

- 52.16 Collaborate and work with colleagues and other relevant professionals within and beyond the school.

### Working Time

#### Working days

53.2 A teacher employed full-time must be available for work for 195 days in any school year, of which -

- (a) 190 days must be days on which the teacher may be required to teach pupils and perform other duties; and
- (b) 5 days must be days on which the teacher may only be required to perform other duties;

and those 195 days must be specified by the employer or, if the employer so directs, by the head teacher.

#### Specified working hours

53.5 A teacher employed full-time must be available to perform such duties at such times and such places as may be specified by the head teacher (or, where the teacher is not assigned to any one school, by the employer or the head teacher of any school in which the teacher may for the time being be required to work as such) for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which the teacher is required to be available for work.

53.7 In addition to the hours a teacher is required to be available for work under §53.5, a teacher must work such reasonable additional hours as may be necessary to enable the effective discharge of the teacher's professional duties, including, in particular planning and preparing courses and lessons; and assessing, monitoring, recording and reporting on the learning needs, progress and achievements of assigned pupils.

53.8 The employer must not determine how many of the additional hours referred to in sub-paragraph 53.7 must be worked or when these hours must be worked.

53.12 The amount of time a teacher spends taking the break referred to in paragraph 54.3 or travelling to or from their place of work does not count towards the 1265 hours referred to in sub-paragraph 53.5.

#### In addition the STPCD provides clear guidance on a number of related issues as follows:

- 54.1 No teacher may be required to work on any Saturday, Sunday or public holiday unless their contract of employment expressly provides for this.

- 54.2 No teacher may be required under their contract of employment as a teacher to undertake midday supervision.

# Job Description

## Class Teacher

### Daily break

54.3 A teacher who is required to be available for work for more than one school session on any school day must be allowed one break of reasonable length either between school sessions or between the hours of 12 noon and 2.00pm. Deputy Head Teachers and Assistant Head Teachers are entitled to a break of reasonable length as near to the middle of each school day as is reasonably practicable.

### Work/life balance

54.4 Governing Bodies and head teachers, in carrying out their duties, must have regard to the need for the head teacher and teachers at the school being able to achieve a satisfactory balance between the time required to discharge their professional duties including, in particular, in the case of teachers to whom paragraphs 53.2 to 53.12 apply, their duties under paragraph 53.7, and the time required to pursue their personal interests outside work. In having regard to this, Governing Bodies and head teachers should ensure that they adhere to the working limits set out in the Working Time Regulations.

### Guaranteed planning and preparation time

54.5 All teachers who participate in the teaching of pupils are entitled to reasonable periods of Planning, Preparation and Assessment (PPA) time as part of the 1265 hours referred to in paragraph 53.5 or pro rata equivalent (as the case may be) to enable the discharge of the professional responsibilities of teaching and assessment. PPA time must be provided in units of not less than half an hour during the school's timetabled teaching week and must amount to not less than 10% of the teacher's timetabled teaching time. A teacher must not be required to carry out any other duties during the teacher's PPA time.

### Management time

54.6 A teacher with leadership or management responsibilities is entitled, so far as is reasonably practicable, to a reasonable amount of time during school sessions for the purpose of discharging those responsibilities.

### Cover

54.7 Teachers should be required to provide cover in accordance with paragraph 52.7 only rarely, and only in circumstances that are not foreseeable (This does not apply to teachers who are employed wholly or mainly for the purpose of providing such cover).

### Administration and external examinations

54.8 A teacher should not be required routinely to participate in any administrative, clerical and organisational tasks which do not call for the exercise of a teacher's professional skills and judgement, including those associated with the arrangements for preparing pupils for external examinations such as invigilation.

### Training and development

54.9 All staff in the school should have access to advice, training and developmental opportunities appropriate to their needs, including needs identified in objectives or in appraisal statements or reports.

54.10 A teacher serving an induction period under the Induction Regulations must not teach for more than 90% of the time that a teacher at the school not subject to those regulations would be expected to teach.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

# PERSON SPECIFICATION/SELECTION CRITERIA

## Qualifications, training and experience

	Essential	Desirable
Qualified Teacher Status	✓	
Catholic Certificate of Religious Studies		✓
Commitment to obtaining the Catholic Certificate of Religious Studies	✓	
Degree	✓	
Evidence of appropriate professional development for the role of class teacher	✓	
Experience in teaching in the primary classroom (EYFS or KS1 or KS2) including student placements	✓	

## Professional knowledge and understanding

	Essential	Desirable
The distinctive nature of a Catholic School/Academy	✓	
Have high expectations for all young people and adults	✓	
Articulate, deliver and maintain vision and practice for high quality, inclusive education and care	✓	
Communicate effectively both verbally and in writing	✓	
Be efficient, highly organised and able to deal effectively with a class teacher's roles and responsibilities together with aspirations for further development and responsibilities	✓	
Understand and have good knowledge of recent curricular and pedagogical issues	✓	
Demonstrate strong subject knowledge and understanding over the curriculum subjects	✓	
Demonstrate good knowledge of, and success towards meeting, the Professional Standards	✓	
Demonstrate effective use of Learning and Teaching strategies and Assessment for Learning	✓	

## Interpersonal skills and personal qualities

	Essential	Desirable
Effectively inspire learners and enable outstanding learning	✓	
Establish effective working relationships with staff, parents and the wider community	✓	
Work with colleagues to move towards outstanding practice	✓	
Prioritise, plan, organise and manage time	✓	
Lead extra curricular activities		✓
Be committed to own personal development and training	✓	
Be curious, positive and resilient and show initiative in supporting school improvement	✓	
Raise pupil performance standards for all learners	✓	
Act as a role model for pupils and other staff by setting high personal and professional standards	✓	
Deal sensitively with people and resolve conflicts	✓	
Have a passion to work at our school and view the post as a privileged position	✓	
Supportive of the Academy's Catholic ethos	✓	
Practising Catholic		✓

# PERSON SPECIFICATION/SELECTION CRITERIA

## Experience and knowledge of teaching

	Essential	Desirable
Recent teaching experience within the primary phase	✓	
To effectively use assessment data and target-setting to raise standards	✓	
Teaching experience within the Key Stage for which you are applying		✓

## Professional attributes

	Essential	Desirable
Excellent written and verbal communication skills	✓	
Ability to demonstrate excellent classroom practice	✓	
Fully ICT competent	✓	

## Applications, confidential references and reports

	Essential	Desirable
Written reference(s) only	✓	
Letters should address the criteria identified in the person specification	✓	
Application forms should be completed in full	✓	
Letters should be clear and concise and no longer than two sides of A4 (minimum font size 12)	✓	
Two supportive written references confirming professional & personal knowledge, skills & abilities referred to above.	✓	
Positive and supportive faith reference		✓

# Safeguarding Information

## Introduction

The Blessed Edward Bamber Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children, including 'Keeping Children Safe in Education' guidance. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

## Safer Recruitment

Job descriptions and person specifications make reference to safeguarding and child protection. All posts are subject to satisfactory completion of enhanced Disclosure and Barring Service certificate (DBS) checks. All advertisements include a safeguarding statement and commitment.

## Application Stage

All applicants are scrutinised to verify identity and academic qualifications. Professional references are requested using our standard pro-forma for short-listed candidates. As a minimum, references should be from the two most recent employers and a Parish Priest if applicable. References are checked against previous employment history and gaps in employment. Professional references must be obtained from work email addresses. Our standard reference proforma makes reference to suitability to work with children and young people. The application form requires applicants to complete a disclosure of any criminal convictions.

## Short listing

Only those candidates meeting the criteria outlined in the person specification will be short listed. All short-listed candidates will be subject to an online search as part of our safer recruitment due diligence.

## Interview

Shortlisted candidates will take part in an interview and selection process. Candidates will be asked to address any discrepancies or gaps in their employment history. Candidates will be reminded of their responsibility to disclose any criminal convictions if they have not already done so. Proof of identity, qualifications and right to work in the UK must also be provided at interview.

## Appointment

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts. Other pre-employment compliance checks will be carried out. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online searches, medical check, evidence of qualifications plus verification of the right to work in the UK. For teaching positions, barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

## Probation

All new staff will be subject to the trust probation procedures for a period of 6 months. The probation period is to enable the assessment of an employee's suitability for the job and which includes a review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

## Equal opportunities

BEBCMAT recognises the value of, and seeks to achieve a diverse workforce. BEBCMAT takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. The Trust is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

## General Data Protection Regulation

BEBCMAT is committed to ensuring that the privacy of an individual is protected. By signing a contract of employment, the employee is agreeing to the Trust processing their personal data, including 'sensitive personal data' as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/or administrations, as well as complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to the Trust. A full list of these organisations is available on request from the CFO.

