

RECRUITMENT PACK

Primary Teacher
(Associate)

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WELCOME FROM KATY COX, CATHOLIC SENIOR EXECUTIVE LEADER

Dear Applicant,

Thank you for your interest in joining the central team at the Romero Catholic Academy Trust. I hope you find the information in this application pack both useful and engaging.

Since joining the Trust in September 2024, I have been proud of the progress we have made together and am excited about the next stage of our journey. Romero CAT is continuing to grow and evolve at pace and we are expanding our central team to ensure we can provide the highest quality support to all our schools, staff and communities.

This role has been created to strengthen our capacity at the centre and to contribute to the delivery of outstanding service, leadership and strategic oversight across the Trust. It's an exciting time to join us, with opportunities across the Trust to contribute to our continued growth and success—whatever the nature of your role.

Our values – Faith, Service, Aspiration and Collaboration – are the foundation of everything we do. We are looking for individuals who share these values and who are committed to making a meaningful impact on the lives of children, families and staff across our Trust.

We look forward to receiving your application.

Yours faithfully,

Katy Cox

WELCOME FROM ANGELA AGER, CHAIR OF THE BOARD OF DIRECTORS

Dear Applicant,

Thank you for your interest in the post at Romero Catholic Academy Trust.

What is distinctive about the Romero Catholic Academy Trust? As a Catholic Academy Trust, our first duty is to maintain and develop our schools as living faith communities inspired by the gospel.

Our Trust has grown from the six schools who originally joined Romero Catholic Academy Trust to eighteen schools. Developing strong relationships and local partnerships between our schools has been an essential driver to this growth.

Our Catholic Senior Executive Leader and central team ensure that the priorities and perspectives of each school can be heard within our Trust. Our schools continue to further increase collaborative approaches where they work together for the benefit of their communities and the Trust as a whole. Our directors value strong relationships with the local governing bodies of the individual schools.

It is an exciting time to join the Trust, over the next few years, the Trust will quickly grow to include all the schools in the Trusteeship of Salford Diocese in Blackburn with Darwen, Calderdale and Lancashire. We will ensure they all provide an exceptional Catholic education for our children.

Yours faithfully,

Angela Ager

OUR VALUES

Romero Catholic Academy Trust is a family of Catholic schools serving the needs of children and young people in the Diocese of Salford, covering the areas of Lancashire, Blackburn with Darwen and Calderdale. To achieve this, we will uphold four key values:

FAITH: TO NURTURE OUR BELIEF IN GOD.

- Inspired by the vision of Bishop John, we will provide an authentic passing-on of our Catholic faith.
- Our schools will be nurtured by the Word of God.
- Our pupils will come to an understanding of what it means to be loved by God and the responsibilities that come from loving God.
- Our schools are worshipping communities characterised by vibrant liturgy and prayer.

SERVICE: TO LIVE OUT THE RESPONSIBILITIES OF OUR FAITH BY SERVING OTHERS.

- We will always act in the service of the pupils in our care.
- In our schools we will educate our children to be the next generation of the stewards of God's creation.
- We embrace Catholic social teaching and work for the Common Good with a preferential option for the poor.
- We are outward facing, acknowledge our place in the wider educational system and accept our civic responsibility.

ASPIRATION: TO ASPIRE TO FULFIL THE POTENTIAL OF EACH INDIVIDUAL, CREATED UNIQUELY IN THE IMAGE OF GOD.

- We will work to fulfil the potential of each member of our community by providing an education that develops the whole person, including high quality Religious Education.
- Our schools will have a relentless focus on achievement. The quality of education in our schools will be 'at least as academically distinguished as that in the other schools of the area.' (Can. 806.2)
- Every member of our community will be provided with the knowledge, skills and attitudes needed to succeed in school and in the next stage of their lives.
- Through high quality and relevant continuing professional development, we will invest in our staff.
- Decision making will weigh up the Common Good and be made in a timely way.
- We will always focus on the solution to a problem.

COLLABORATION: TO WORK COLLABORATIVELY; SHARING AND FOSTERING THE STRENGTHS AND EXPERTISE OF ALL.

- A spirit of solidarity leads us to accept a shared responsibility for all.
- We recognise the concept of subsidiarity; that decisions will be made as locally as possible.
- Improvements across our family of schools will be secured by utilising the skills and experience in the trust.
- Wherever possible, we will take care to involve and inform people in decision making.
- We believe in the importance of open, honest and positive communication.

SAINT OSCAR ROMERO

Our Catholic Academy Trust is named after Saint Oscar Romero and his values as a great and inspirational teacher and as a protector of all.

Saint Oscar Romero stood out for his unwavering commitment to living out the Gospel, to providing a witness to the love of God in the face of violence. He was the Archbishop of San Salvador and he was murdered for criticising the government that kept people very poor. He shows us that we must see God in all people and work together to build God's kingdom of mercy, justice and love on earth.

Today, we can make a renewed commitment to follow in the example of our heroes of our faith to live a life faithful to Jesus. To turn our attention away from possessions and focus on the call to holiness.

THE ROMERO PRAYER

It helps, now and then, to step back and take the long view.

The Kingdom is not only beyond our efforts; it is even beyond our vision.

We accomplish in our lifetime only a fraction of the magnificent enterprise that is God's work.

Nothing we do is complete, which is another way of saying that the kingdom always lies beyond us.

No statement says all that could be said. No prayer fully expresses our faith. No confession brings perfection. No pastoral visit brings wholeness. No program accomplishes the church's mission. No set of goals and objectives includes everything.

This is what we are about.

We plant the seeds that one day will grow. We water the seeds already planted, knowing that they hold future promise. We lay foundations that will need further development. We provide yeast that produces effects far beyond our capabilities.

We cannot do everything and there is a sense of liberation in realizing that. This enables us to do something and to do it well. It may be incomplete, but it is a beginning, a step along the way, an opportunity for the Lord's grace to enter and do the rest. We may never see the end results, but that is the difference between the master builder and the worker.

We are workers, not master builders; ministers, not messiahs.

We are prophets of a future not our own.

JOB ADVERT

PRIMARY TEACHER (ASSOCIATE)

FULL TIME

MAIN PAY SCALE PLUS TLR 2.1 £3,527

RESPONSIBLE TO: CHIEF EDUCATION OFFICER

MAIN LOCATION: ROMERO CENTRAL OFFICE / TRUST PRIMARY SCHOOLS

REQUIRED TO COMMENCE AS SOON AS POSSIBLE

Romero Catholic Academy Trust (Diocese of Salford) is committed to providing an outstanding Catholic education across all our academies. Rooted in faith, our mission is to nurture every child in their spiritual, academic, and personal growth.

We are seeking to appoint an ambitious, skilled and committed Key Stage 2 teacher looking to accelerate their career, develop leadership skills and make a meaningful difference to children's lives. This is an excellent 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. You will add capacity to our primary schools deployed to support one as a Key Stage 2 teacher.

Focusing on academic standards, pastoral care, curriculum, and community engagement, the Successful Candidate will drive excellence ensuring alignment with Trust goals, delivering high-quality teaching, fostering an inclusive environment, and championing holistic student development.

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. If you would like to find out more about the position please contact the HR Department on 01282 855500 or careers@romerocat.com

Please apply through My New Term via the Romero website: [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.

Closing Date	Monday 20 th April 2026
Shortlisting Date	Wednesday 22 nd April 2026
Interview Date	Wednesday 29 th April 2026

PRIMARY TEACHER (ASSOCIATE)

JOB DESCRIPTION

JOB PURPOSE

To fulfil the professional responsibilities of a teachers, as set out in the School Teachers' Pay and Conditions and to meet the expectations set out in the Teachers' Standards. The post requires the post holder to accept deployment to any of the Trust primary schools.

MAIN DUTIES AND RESPONSIBILITIES

Your duties and responsibilities will include:

TEACHING

- Plan and teach well-structured lessons 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.
- Set high expectations that 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.
- Demonstrate best practice in subject / Key Stage, using engaging strategies to boost classroom engagement.
- Show knowledge of whole subject / Key Stage curriculum, including latest requirements and developments.

TEACHING AND LEARNING RESPONSIBILITY

- Use professional skills and judgements to provide strategic and practical leadership.
- Lead, manage and develop assigned area, and provide guidance for other teachers, including training, support and advice to improve school practices.
- Support the improvement of standards within the school, with demonstrable changes for pupils outside of their own classroom or group of pupils.
- Provide strategic subject / Key Stage leadership, showing up-to-date knowledge of sector trends and developments.
- Review curriculum as required, highlighting areas where teaching can be broadened and attainment improved, and providing data to the headteacher or others as required

WHOLE-SCHOOL ORGANISATION, STRATEGY AND DEVELOPMENT

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, 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 co-ordinated outcomes.
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach.
- Ensure teaching and learning within your subject / Key Stage is aligned with school ethos, identifying any procedural issues and providing workable solutions.

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.
- Take a zero-tolerance approach to child-on-child abuse, and challenge inappropriate behaviour.
- Identify pupils who may benefit from early help or who show signs of abuse, neglect, or exploitation, and refer these in line with school policies and procedures.
- Report changes in pupil behaviour, attendance, or appearance that may suggest mental health concerns or safeguarding issues.
- Promote online safety for all pupils, and report any concerns about online content, contact, or conduct in line with school policies and procedures.

PROFESSIONAL DEVELOPMENT

- Take part in the school's appraisal procedures.
- Take part in further training and development to improve own teaching.
- Where appropriate, take part in the appraisal and professional development of others.
- Take part in professional development within your subject / Key Stage, sharing ways to improve subject teaching with others.
- Lead other teachers in maintaining subject knowledge and latest pedagogical developments.

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.

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.

ADDITIONAL SUPPORTING INFORMATION – SPECIFIC TO THIS POST

This post does not require a faith commitment within the Roman Catholic Church however, candidates must be supportive of the ethos, vision and values of the Trust and not do anything to undermine the faith commitment of the Trust. In line with all staff within the Trust, they will be required to sign a Catholic Education Service Contract.

PRIMARY TEACHER (ASSOCIATE)

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 / I
Evidence of professional development relevant to this role.	E	A / C / I
Knowledge and Experience		
Good knowledge of legislation and guidance on curriculum requirements.	E	A / I / T
Knowledge of effective teaching and learning strategies.	E	A / I / T
A good understanding of how children learn.	E	A / I / T
Knowledge of guidance and requirements around safeguarding children.	E	A / I / T
Knowledge of effective behaviour management strategies.	E	A / I / T
Skills and Abilities		
Highly skilled KS2 practitioner with a track record of securing progress.	E	A / I / R
Outstanding classroom practice, constantly showing a positive and resilient approach to pupils and staff.	E	A / I / T / R
Excellent communication and organisational skills.	E	A / I / T / R
Ability to adapt teaching to meet pupils' needs.	E	A / I / T / R
Ability to build effective working relationships with pupils.	E	A / I / R
Effective communication and interpersonal skills.	E	A / I / T / R
Ability to build effective working relationships with staff and other stakeholders.	E	A / I / R
Ability to work under pressure and prioritise effectively.	E	A / I / T / R
Personal Qualities		
High expectations for all pupils and belief in bringing out the best in all.	E	A / I
Commitment to always act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school.	E	A / I / R
Committed to high standards and continuous improvement.	E	A / I / R
Ability to communicate a vision and inspire others.	E	A / I / R
Commitment to maintaining confidentiality at all times.	E	A / I
Self-motivation, pragmatic, enthusiastic and results-focused.	E	A / I / R

Emotional resilience and flexibility.	E	A / I
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: March 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.

PRIMARY TEACHER (ASSOCIATE)

HOW TO APPLY

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