



RECRUITMENT PACK

Teacher

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WELCOME FROM MRS S PRICE, HEADTEACHER

Dear Applicant,

A very warm welcome to our school. Thank you for your interest in our teaching vacancy.

As Headteacher, I am extremely proud of our school where we are inspired by the life and example of our patron, St Mary Magdalene. We are part of the Burnley community and work in service of our local families. Our school is a welcoming and caring place where children are nurtured and encouraged to flourish. We are delighted that you are considering joining our school community.

We look forward to learning more about your experience, your passion for education and the qualities you could bring to our dedicated team.

Please get in touch to arrange to visit school.

With very best wishes

Mrs S Price
Headteacher

WELCOME FROM THE BOARD OF GOVERNORS

Dear Applicant,

A very warm welcome and thank you for considering St Mary Magdalene's RC Primary School.

We are very proud of our school and the wonderful young people and community it serves. It is a place where faith, families and education come together to create a nurturing and inspiring environment for all our pupils. The class Teacher role is an exciting opportunity to contribute to the continued growth and success of our school.

We look forward to receiving your application.

Kindest regards

Local Governing Board

JOB ADVERT

TEACHER

FULL TIME/ MATERNITY COVER

MAIN/ UPPER PAY SCALE £32,916- £51,048

RESPONSIBLE TO: HEADTEACHER

MAIN LOCATION: ST MARY MAGDALENE'S RC PRIMARY SCHOOL

REQUIRED TO COMMENCE 1ST SEPTEMBER 2026

St Mary Magdalene's RC Primary School are part of the Romero Catholic Academy Trust.

The Board of Directors of the Romero Catholic Academy Trust, alongside The Governors of St Mary Magdalene's RC Primary School, are seeking to recruit a successful, highly-motivated and dynamic candidate to join our team as a Class Teacher. This position is suitable for both experienced teachers and ECTs. We have a very close and supportive staff and a staff well-being programme.

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 436880** or enquiries@st-marymagdalenesrc.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.

Closing Date	Friday 15 th May, 12 midday
Shortlisting Date	Friday 15 th May
Interview Date	Wednesday 20 th May

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 Magdalene's 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 meetings, appropriate school development meeting and INSET.
- To participate in the school's appraisal arrangements.
- To adhere to the school's and department's 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	I / R
Other		
Commitment to safeguarding and protecting the welfare of children and young people	E	I
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Strong recommendation from all referees, including current employee.	D	R
Note: We will always consider your references before confirming a job offer in writing		

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.

TEACHER

HOW TO APPLY

If you would like to find out more about the position, please contact the Headteacher on **01282 436880** or enquiries@st-marymagdalenesrc.lancs.sch.uk

Please apply through our My New Term platform.

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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