St Mary's Catholic Primary School

Job Application Pack

Class Teacher
(Maternity Cover)

Welcome from the Headteacher

St Mary's is a happy, inclusive Catholic school where children develop as well-rounded individuals with a strong sense of self and a commitment to being an involved participant in our community. Our children are viewed as unique individuals with value and worth created in the image of God.

At St Mary's Catholic Primary School we aim to create a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At St Mary's, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning, and exceptional personal support in an inclusive, faith-based environment.

Every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from staff who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our staff to make a difference, makes me proud to be the Headteacher of this diverse and dynamic school.

I look forward to receiving your application

Danielle McCay
Headteacher

Our mission statement at St Mary's Catholic Primary School is embedded by the statement of ethos:

'Dream it, Believe it, Achieve it'

'At St Mary's, we walk together with Christ, to achieve our potential, helping one another to love, care, smile and learn.
Let your light shine'

Safeguarding Children & Young People

The Governing Body is fully committed to safeguarding and to promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with past employers. The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check. Shortlisted Applicants will be required to complete a self-disclosure.

Please read the following policies, which are available on the 'Policies' tab on the school website:

- **Safeguarding Policy**
- **Child Protection Policy**
- **Safe Recruitment Policy**

The Vacancy

St Mary's consists of a committed and professional team led by experienced passionate practitioners supported by a strong Senior Leadership Team (SLT).

The SLT will take a proactive approach, sharing experiences and good practices between colleagues to develop our teaching and learning and own professional developments. We are keen that students have an opportunity to extend their interest and enthusiasm by taking part in a range of extra-curricular activities such as clubs, visits and competitions. We would welcome any contribution you could make to these activities at the school. Above all, we wish to appoint imaginative and enthusiastic Class Teacher, who will be keen to work alongside a team determined to create an excellent school.

Applications

For more information about St Mary's Catholic Primary School, please visit www.St-Marys-pri.doncaster.sch.uk.

To apply for the role please download the 'CES Teacher Application Form' and supporting documents from the 'Vacancies' tab on our website. Your completed form, along with all supporting documents are to be submitted to sarah.cashmore@francisxavier.co.uk clearly demonstrating your suitability for the role.

Closing Date: Thursday 26th November 2026
Interview Date: Week Commencing 30th November 2026

If you have any queries, wish to discuss the role informally or undertake a visit to the school, please do not hesitate to contact us via email sarah.cashmore@francisxavier.co.uk or telephone 01709 863280

Job Description

Post Title: Class Teacher

Grade: MPS

Main Purpose:

- To work collaboratively and flexibly with the senior leaders to create an outstanding school with outstanding pupil outcomes including the effective management of behaviour
- To ensure that the class is effectively led and managed and compliant
- To carry out professional duties and to teach across the school as needed, leading in areas as requested and uphold the Teacher Standards
- To promote the aims and objectives of the school and maintain its philosophy of education and reputation in locally and nationally
- To model effective teaching, and to deploy support staff effectively
- To keep all aspects of paperwork including assessment records, data and policies, up-to-date and actioned, as appropriate

Responsible to: Headteacher

Relationships with: Senior Leadership Team, SENDCo, teaching assistants, support staff, local authority services, other education providers, pupils and parents

Is this a regulated activity: Yes

General:

- Be responsible for the learning and achievement of all pupils in the class ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
- Act within the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards (2020)*
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Teaching:

- Deliver the curriculum as relevant to the age and ability group that you teach
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Be accountable for the attainment, progress and outcomes of pupils' you teach
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn

- Have a clear understanding of the needs of all pupils, including those with special educational needs; more able; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject)
- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment.
- Closely monitor the achievement and attainment of those in receipt of Pupil Premium funding, identifying needs early and intervening where gap is evident
- Make accurate and productive use of assessment to secure pupils' progress
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
- If teaching in EYFS, carry out careful observation of pupils in EYFS which results in accurate assessment, is recorded in the learning journey profiles and that planning for the next steps of learning is shared regularly with parents
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
- Participate in arrangements for examinations and assessments

Behaviour & Safety:

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out playground and other duties as directed
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

Team working & collaboration:

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments

- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

Administration:

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks as required by the Head or class teacher

Professional development:

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal

Other:

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the head.
- To successfully complete the Induction Year gathering evidence against Teacher Standards
- To support the Catholic ethos of the school and the Teachings of the Catholic Church and teach Religious Education to a high standard as expected across the school.
- Undertake an Induction with the relevant member of staff

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Signature of Post Holder: **Date:**

Please sign both copies of the job description. Retain one copy for your own reference and return the remaining copy to the school within 14 days of receipt. If a signed copy is not received within the 14 day timescale, it will be assumed that you have accepted the terms and conditionscontained within it.

Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

	Essential	Desirable	MOA
Experience and Qualifications			
Qualified Teacher Status	✓		A/C
Working knowledge of Primary Curriculum.	✓		A/I
Recent INSET as appropriate.		✓	A/I
Abilities, Experience and Knowledge			
Teaching experience in primary	✓		A/I
Experience of planning, teaching and evaluating teaching.	✓		A/I
Effective use of assessment for learning strategies to raise standards.	✓		A/I
Ability and willingness to teach cross phases	✓		A/I
Experience of Teaching Primary ages	✓		A/I
Experience of working with parents and outside agencies.		✓	A/I
Excellent Classroom Teacher.	✓		A/I
Knowledge of New National Curriculum	✓		A/I
Able to use ICT effectively to support and enhance teaching, learning and personal development.	✓		A/I
The ability to motivate and inspire pupils.	✓		A/I
Ability to work sensitively with children from a range of socio-economic backgrounds.	✓		A/I
Ability to manage work of others including support staff.	✓		A/I
Excellent communication skills.	✓		A/I
Highest expectations for all children.	✓		A/I
Manage children's behaviour in a positive way.	✓		A/I
Forms good links with parents.	✓		A/I
Supportive of the school's Catholic ethos	✓		A/I
Ability to share knowledge / lead others.		✓	A/I
Commitment to extending knowledge beyond classroom.	✓		A/I
Commitment to extra-curricular activities.	✓		A/I
School level Ability to lead subjects		✓	A/I
Personal Qualities			
Enthusiasm	✓		I
Relates well to pupils and staff	✓		I
Passionate	✓		I
Confidence	✓		I
Articulate, clear and concise	✓		I
Professional approach to the interview	✓		I

Key: A = Application, I = Interview and assessment, R = Reference, C = Certificate