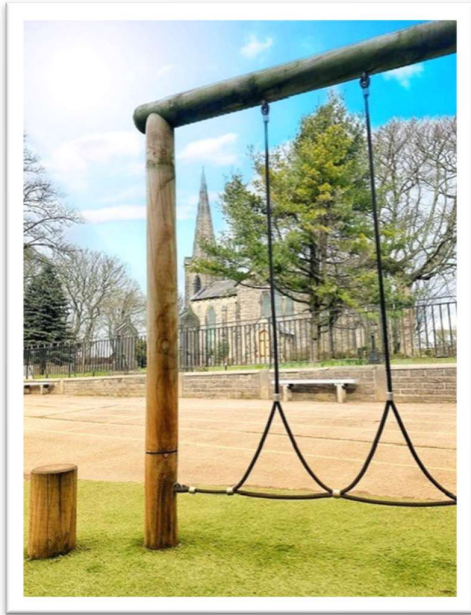




**St. Paul's  
C.E. Primary School**  
Together on life's great adventure

## Recruitment Information





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## Vision Statement

Through the love of God, we protect our school community. Together we **trust, hope, persevere** and **flourish** on life's great adventure.

## Core Values

Our pupils have chosen our core values of **love, courage, community, forgiveness, honesty, determination** and **respect**. These are also the names of our school 'families' and each one is represented by a colour of the rainbow.

One of our values is chosen as the focus of our behaviours and worship each week or half term. This allows us to link the behaviours we would expect from the staff, children and community of St Paul's with the values and behaviours God guides us to demonstrate.

We celebrate the children's achievements each week through Celebration Worship where a Star of the Week is selected for demonstrating exceptional work or progress throughout the week. Our close links with St Paul's church are extremely important to us as a church school and we regularly worship or gather in church for various celebrations.

Our vision drives what decisions we make as a school, our values support *how* we live out our vision. Our values underpin all our policies and behaviours within school.

## Welcome letter from the Headteacher

Dear Applicant,

We are delighted that you have shown an interest in the role of class teacher at St Paul's C. E. Primary School. St Paul's is a popular primary school with a reputation for high standards of behaviour and achievement. We pride ourselves on our amazing children who are polite, enthusiastic and eager to learn and we strive to create a special place where all children, parents, carers, governors and staff feel valued and respected. It is our aim to nurture and promote achievement for all within a caring Christian environment. We want everyone in our school community to enjoy learning and coming to our school!

St Paul's is brimming with potential and the pupils' participation in school life provides good spiritual, moral, social and cultural development. In our most recent Ofsted inspection (March 2025) the inspector commented on the clear vision and values that the children and adults of St Paul's 'live and breathe'. This is something that we are extremely proud of because visitors to our school regularly comment on the positive and welcoming atmosphere that we have, solidified by our strong school values.

We are also very proud of our close links with the St Paul's Church. The links with church are extremely important to us and we regularly worship and collectively gather in church for services and assemblies such as weekly worship, Mother's Day and Easter services, nativities etc. We work with and support the local community in many ways including supporting the local community market and food banks, singing to the community at the local supermarkets or care homes and taking part in events held in Wibsey such as the Christmas market and summer fayres.

The successful candidate will receive my full support, along with that of our dedicated staff team and committed Governing Body. They will have the opportunity to work closely with parents and carers who actively seek a strong and productive partnership with the school and fantastic children who are keen to learn.

Further information about our school can be found on the website: [www.stpaulscephprimary.com](http://www.stpaulscephprimary.com)

Thank you for your interest, I look forward to receiving your completed application and to meeting you in due course. Good luck!

Sean Helliwell-Kenny  
Headteacher





St Paul's CE Primary School

**School Values:**

Love

Courage

Community

Forgiveness

Honesty

Determination

Respect

**What We're Looking For**

We are looking for the perfect fit for our wonderful school! Someone who is hard working, dedicated and has a desire do their very best for the children of St Paul's. Someone who is able to 'live and breathe' our school values in and outside of school and be a role model to all.

Please come and visit us for a full tour of the school so you can get a feel for us, the school and the amazing children and staff of St Paul's CE Primary School.



## St Paul's CE Primary School

### Outline Job Description

<b>POST TITLE:</b>	<b>TEACHER – PRIMARY</b>
<b>GRADE:</b>	<b>MAIN SCALE</b>

#### GENERIC INTRODUCTION:

The following information is furnished to assist staff joining the school to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. This school is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment and access to the Council Services.
4. This school is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

#### PRIME OBJECTIVES OF THE POST:

As a primary school teacher you will be an outstanding classroom practitioner who consistently demonstrates the highest standards of delivery. You should be fully committed to raising attainment across the whole school and across all subjects that you are required to teach. You will be acutely aware of the strategies required to achieve the highest standards across the curriculum.

You may from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

As a classroom teacher you will, at all times, be mindful of, and adhere to, the Professional Standards for Teachers and the Career Stage expectations negotiated and adopted by the school at any time.

In addition, for Teachers paid on the Upper Pay Range (UPR), your achievements and contribution to an educational setting should be substantial and sustained.

**KNOWLEDGE AND SKILLS:**

*(See Personnel Specification)*

**EFFORT DEMANDS:**

- Will contribute to the overall ethos/work/aims of the school.
- Will appreciate and support the role of other professionals.
- Be vigilant and sensitive to any child protection/safeguarding concerns that arise, reporting any concerns to the designated officer in line with school policy and procedure.
- Will deal with any issues, immediate problems or emergencies that arise in line with school policies and procedures liaising with colleagues where necessary e.g. dealing with a sick, injured or distressed child.

**RESPONSIBILITIES:****TEACHING:**

- To teach students according to their individual educational needs, including the appropriate setting and marking of work to be carried out by the students.
- Identifying effective intervention and mentoring strategies for students.
- To mark and grade students work in a way which enables you to give written/verbal and diagnostic feedback and maintain records of pupils' progress and development.
- To use a variety of delivery methods, which will stimulate learning appropriate to student needs and demands of the syllabus, for example, podcasts, interactive whiteboards etc.
- Prepare pupils for internal and external assessments and examinations.
- To undertake pastoral duties, such as taking on the role of form tutor, and supporting pupils on an individual basis through academic or personal difficulties.

**HEALTH, SAFETY AND DISCIPLINE:**

- To ensure a safe, secure and healthy environment for students
- To manage pupil behaviour in the classroom and on school premises, and apply appropriate and effective measures in cases of misbehaviour
- To actively encourage good practice with regard to punctuality, behaviour, standards of work and independent learning.

**WHOLE SCHOOL ORGANISATION AND STRATEGY:**

- To participate in and organise extracurricular activities, such as outings, social activities and sporting events; including participation in occasional overnight visits.
- To contribute to the development, implementation and evaluation of school's policies, practices and procedures in such a way as to support the school's values and vision.
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- Subject to the guidance relating to Cover, supervise and teach any pupils where the person timetabled to take the class is not available to do so.

**MANAGEMENT OF STAFF AND RESOURCES:**

- To prepare and regularly update subject materials including researching new topic areas and writing new curriculum materials.
- To supervise and support the work of classroom support, teaching assistants, trainee teachers and newly qualified teachers (NQTs).
- To efficiently deploy such resources as are allocated/delegated to you.
- Contribute to the recruitment, selection appointment and professional development of other teachers and support staff.

**PROFESSIONAL DEVELOPMENT:**

- To under-go regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD).
- Where appropriate, to participate in arrangements for the appraisal and review of other teachers and support staff.
- Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff.

**COMMUNICATION:**

- To communicate with parents and carers over pupils' progress and participate in departmental meetings, parents' evenings and whole school training events.

**WORKING WITH COLLEAGUES AND OTHER RELEVANT PROFESSIONALS:**

- To liaise with other professionals, such as learning mentors, careers advisers, educational psychologists, education welfare officers etc.

**ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:**

- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals e.g., teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Report all concerns to an appropriate person.

## **FLUENCY DUTY**

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Advanced Threshold Level

### Advanced Threshold Level

The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in School.

## **SPECIAL CONDITIONS OF SERVICE:**

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

## **OTHER CONSIDERATIONS**

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

**PERSONNEL SPECIFICATION:**

	<b>ESSENTIAL (E) / DESIRABLE (D)</b>
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"><li>• Proven record of success as an outstanding Teacher</li><li>• An understanding and demonstration of barriers to learning and how those may be overcome</li><li>• Experience of managing student performance and intervention strategies to raise performance</li><li>• Previous teaching within primary education</li><li>• Experience of safeguarding and additional educational needs</li><li>• Experience of working alongside employer partners to achieve learning objectives</li><li>• Provide evidence of having previously spoken fluently to customers at an Advanced Threshold Level</li></ul>
<b>QUALIFICATIONS/ TRAINING:</b>	<ul style="list-style-type: none"><li>• Honours degree or equivalent in relevant subject</li><li>• Qualified Teacher Status</li><li>• Professional qualification or relevant experience</li></ul>
<b>KNOWLEDGE/SKILLS:</b>	<ul style="list-style-type: none"><li>• Ability to communicate effectively with a range of internal and external stakeholders</li><li>• Excellent literacy, numeracy and IT skills</li><li>• In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Advanced Threshold Level.</li><li>• In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level. (E)</li></ul>

## **Safeguarding**

St Paul's C.E. Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All shortlisted candidates will be subject to appropriate pre-employment checks, including:

- Enhanced DBS check with barred list information
- References from current and previous employers
- Verification of identity, qualifications and right to work in the UK
- Online searches of publicly available information

Safeguarding checks will be undertaken in accordance with Keeping Children Safe in Education statutory guidance."

## **Equal Rights**

Our school is an equal rights employer. We require our governors and employees to follow our equality policies and to follow all statutory requirements concerning age, race, religion, sex, sexual orientation and disability discrimination. We respect and protect the rights of people with disabilities both in terms of equal opportunity for employment and access to school's services.

## **Disabled Applicants**

Disabled applicants are guaranteed an interview if they meet the essential requirements of the Personal Specification. As an equal opportunities employer our school is committed to make any necessary reasonable adjustments to the selection process, the job role and the working environment that would enable access to employment opportunities for disabled people. Where a disabled applicant is being assessed the selection panel's decisions will be based on an assessment of that person's expected capabilities once reasonable adjustments have been made.

Applications should be made via Prospects Online - [Home](#) | [Prospects](#) | [PACT HR](#)

## **Key Dates Summary**

Closing Date:	Monday 20 <sup>th</sup> April 2026 at 5:00pm
Shortlisting Date:	Friday 24 <sup>th</sup> April 2026
Interview Date:	Wednesday 6 <sup>th</sup> May 2026

We warmly welcome all applicants to visit our school before submitting an application. To book a visit date below please contact the school office on 01274 679183.

School visit dates:	Friday 20 <sup>th</sup> March 2026 at 2:00pm
	Monday 23 <sup>rd</sup> March 2026 at 9:00am
	Monday 13 <sup>th</sup> April 2026 at 4:00pm