



**Pope Francis**  
Catholic Multi Academy Trust

Enabling schools, aspiration and faith to flourish by:  
**Uplifting Hearts, Inspiring Minds**

# **Class Teacher (ECT)**

## **RECRUITMENT PACK**



**Our Lady of  
Walsingham**

Catholic Primary School



## Welcome from the CEO

Dear Candidate

Thank you for your interest in Pope Francis Catholic Multi Academy Trust. We are the first of the permanent Catholic Multi Academy Trusts (CMATs) being set up by the Archdiocese of Liverpool and currently look after three secondary schools and four primary schools across the area.

Pope Francis Catholic Multi Academy Trust aims to provide the very best Catholic education for the young people in our schools. We are enabling schools, aspiration and faith to flourish by: **'Uplifting Hearts, Inspiring Minds'**.

Being part of a Trust is like a family of schools at which you are always welcome, and which help each other to provide better opportunities for all staff, pupils and our local communities.

Our aim is to facilitate Catholic schools to retain their identity and history but to be supported by a multi academy trust that offers systems, services and a policy framework that allows all its schools and academies to flourish. Pope Francis CMAT ensures all students receive an excellent Catholic education, knowing more, remembering more and achieving the best outcomes they can.

### What we can offer:

We recognise that employee wellbeing and work-life balance are essential to thriving in the workplace. The Trust places a high value on providing a range of benefits for all colleagues, beyond the essentials of receiving professional recognition, networking and CPD, commensurate financial reward and job satisfaction.

Get a sense of our full staff offering: [www.pfcmat.org/Staff-Benefits-Package/](http://www.pfcmat.org/Staff-Benefits-Package/)

Thank you for your interest in this post.

A handwritten signature in black ink that reads 'Andrew Dawson'. The signature is written in a cursive style with a large, stylized 'A' and 'D'.

CEO  
Pope Francis CMAT



## Welcome from the Headteacher

Dear Candidate

Thank you for applying to Our Lady of Walsingham Catholic Primary School.

As a new teacher, you will find many opportunities here to learn, grow, and enjoy the early stages of your teaching career. I am immensely proud of everything our school achieves each day. At Our Lady of Walsingham, the child is at the heart of all we do. Our aim is always to provide the very best teaching and experiences to help every pupil reach their full potential.

We go above and beyond to understand each child's individual needs and to support them in every way we can—whether through additional AI tutoring before school or enriching experiences such as residential trips to London and the Isle of Man.

We are proud of many aspects of our school, including:

- An established and robust curriculum, with experienced subject leaders who will mentor and support you in delivering high-quality teaching and learning
- Wonderful children who work hard, demonstrate kindness, and behave exceptionally well across the school
- High expectations for quality-first teaching
- A supportive and approachable leadership team
- Strong links with our local community, enabling you to engage meaningfully with the families we serve

We aim to make the interview process as relaxed and positive as possible. Our goal is to see you at your very best. I would warmly encourage you to visit us in school—come and see all we have to offer and experience first-hand the family ethos that defines Our Lady of Walsingham.

Thank you for your interest in this post.

Collette Simms  
Headteacher  
Our Lady of Walsingham Catholic Primary School



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Catholic Primary School

## Why choose our school?

**At Our Lady of Walsingham Catholic Primary School, we work together to inspire and learn, guided by God's love.**

### Our School Vision

Our school is a special place full of learning, laughter and friendship where everyone is happy, valued and feels safe. We enjoy the present but look to the future, aspiring to equip our children with the skills, curiosity and resilience needed to continue learning throughout their lives.

We pride ourselves on the care and support that we give all our school community - our pupils, our staff, our parents, our families and our parishioners, as we strive for excellence socially and academically. We foster the Gospel Values in all that we do with our children. All are welcome in this place! Our children deserve the best and we strive to provide it.

### Our School Values

#### **Safe, Kind, Respect**

Starting your teaching career is an exciting time, but we understand it can also feel overwhelming. Managing your own class, getting to grips with the curriculum and assessment, establishing classroom routines, following whole-school systems, and building relationships with parents—there's a lot to take in, especially at the beginning of the school year.

At Our Lady of Walsingham, we are committed to supporting you every step of the way. Your ECT mentor will guide you in setting and achieving specific goals and targets tailored to your development. Our experienced subject leaders are also on hand to support you with curriculum delivery and planning as needed.

You will have access to a wide range of CPD opportunities throughout the year, designed to help you grow in confidence and refine your practice. In addition, you will benefit from the expertise of the Primary Improvement Team at the Pope Francis Trust, who are available to provide further guidance and support.

We are a friendly and supportive team. Teaching is incredibly rewarding—but it is hard work. At Our Lady of Walsingham, you'll find a strong network of colleagues who are always willing to help, share advice, and cheer you on.

*"The staff group itself provides a strong and effective circle of support around individual members. There is great staff cohesion and strong bonds of friendship."* **Jenny Knock, Attachment and Trauma Sensitive Schools Award**

Our children are truly a joy to teach. Their friendliness and excellent behaviour are frequently commented on by visitors. They show a genuine love for learning—full of curiosity, enthusiasm, and the determination to reach their goals. Every day, their excitement for discovery shines through.

We hope that your unique talents and interests will become part of their journey—and that in return, they will inspire and enrich yours.



## Application Process

How to apply:

To apply for this post, please use our website [Our Lady of Walsingham Primary School - Vacancies](#), where you can find each of the additional documents to be completed and submitted alongside your cover letter.

Your completed application should be clearly marked with the post title and returned electronically for the attention of **Emma Jones** at [e.jones@olow.pfcmat.org](mailto:e.jones@olow.pfcmat.org) ensuring that you enclose the following documents:

- **CES Application Form**
- **CES Consent to Obtain References**
- **CES Monitoring Form**
- **CES Rehabilitation of Offenders Act 1974 Disclosure Form**
- **Covering letter stating how your skills and experience meet the job description and person specification**

***The closing date for applications is Friday 4<sup>th</sup> July 2025 at 5pm.***

*Shortlisting will take place on Monday 7<sup>th</sup> July 2025.*

*Observations will be on the morning of Wednesday 9<sup>th</sup> July 2025.*

*Interviews will be held during the morning of Thursday 10<sup>th</sup> July 2025.*

If you have any feedback on the application process and how we can make it more accessible, please let us know at [info@pfcmat.org](mailto:info@pfcmat.org).

Pope Francis Catholic MAT and Our Lady of Walsingham Catholic Primary School are committed to safeguarding and promoting the welfare of children and young people, and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

Please see link to our school's Child Protection Policy here: [Our Lady of Walsingham Primary School - Policies](#)



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## Job Advert

**Post Title:** Class teacher (ECT)  
**Pay Scale:** MPS  
**Contract:** Fixed Term (12 Months)

Pope Francis Catholic Multi Academy Trust was established to provide the very best Catholic education for the young people in our schools. We are enabling schools, aspiration and faith to flourish by; **'Uplifting Hearts, Inspiring Minds'**

Our schools have the distinctive Catholic identity, with their own ethos. Our aim is to facilitate Catholic schools to retain their identity and history but to be supported by a multi academy trust that offers systems, services and a policy framework that allows all its schools and academies to flourish.

### Our values:

**Unity** – working together for excellence

**Excellence** – to strive to be the best

**Love** – respect and care for others and treat them as you want to be treated

**Service** – following the teachings of Christ to become valued members of our communities

We are looking to appoint an ambitious and hardworking individual to join the Teaching team at Our Lady of Walsingham Catholic Primary School.

We welcome individual teaching styles and new ideas to our school. We have a proven track record of supporting ECT's and trainee teachers. Applications from ECT's are warmly welcomed.

Visits to school can be arranged by telephoning the school office on 0151 525 6358.

**CLOSING DATE: FRIDAY 4<sup>th</sup> JULY 2025 at 5pm**  
**INTERVIEWS WILL BE HELD: THURSDAY 10<sup>th</sup> JULY 2025**



## Job Description

<b>Post Title:</b>	Class teacher (ECT)
<b>Pay Scale:</b>	MPS
<b>Contract:</b>	Fixed Term (12 Months)
<b>Responsible to:</b>	SLT/Headteacher
<b>Hours:</b>	Full Time

**Main Purpose:** To be responsible for teaching a class within the Primary Age Range.

**Professional Duties:** A teacher shall perform duties, in accordance with the current School Teachers' Pay and Conditions document.

A teacher may also be reasonably directed, from time to time, to undertake particular duties assigned by the Headteacher or Senior Leadership team.

### Teaching:

- To plan implement and deliver an appropriate and differentiated curriculum for all learners.
- To manage designated curriculum areas.
- To set targets for pupils based on prior attainment.
- To contribute to school development and improvement.
- To monitor, assess and report on pupil development, progress and attainment.

### Specific Responsibilities:

- To have high expectations of teaching, learning and behaviour.
- To ensure all pupils make appropriate progress and reach appropriate attainment.
- To ensure the effective and efficient use of any staff (teaching or non- teaching) who support the delivery of teaching and learning.
- To follow and implement the schools' policies and procedures as approved by the governing body.
- Provide a stimulating environment where all pupils can access resources
- To be able to use data to evaluate pupil progress and attainment and the effectiveness of teaching.
- To set and mark appropriate work, both in school and for homework.

To assess progress, inform pupils of next steps and report on future learning needs.

- To establish effective communications with parents.
- To have a commitment to collaborative and cooperative working
- To attend and participate in meetings which relate to the schools management, curriculum, administration and organisation.
- To safeguard the health and safety of all staff and pupils.
- To work cooperatively with outside agencies to support pupils and families.
- To take part in assemblies and staff development.
- Maintain an up to date knowledge and understanding of the professional duties of teachers and the statutory framework within which they work.
- To have a creative, constructive and critical approach towards new developments and to be prepared to be flexible and adapt practice.
- To evaluate own performance and demonstrate a commitment to improving own practice, through appropriate professional development.
- To participate in performance management.
- To hold positive values and attitudes and adopt high standards of professional behaviour.
- To undertake any other duties reasonably requested by the Headteacher and senior leadership team.

Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher and the Senior Leadership Team to undertake work of a similar level that is not specified in this job description

**What we can Offer In return we can offer you:**

A truly child centred, friendly and holistic school

A strong team and school community

A caring Christian ethos

A safe and nurturing environment for our staff as well as our pupils

A supportive and solution focused SLT who are dedicated to school improvement

An SLT who are experienced in coaching and mentoring

**As well as:**

Progression pathways

Access to an Employee Assistance Programme

Comprehensive whole school CPD programme

Comprehensive individual CPD programme

Onsite parking

Pope Francis Catholic Multi Academy Trust and Our Lady of Walsingham Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

Pope Francis Catholic Multi Academy Trust is committed to ensuring that the Trust complies with all legislative requirements on safeguarding and child protection and that the Trust actively promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

Please see link to our school's Child Protection Policy here: [Our Lady of Walsingham Primary School - Policies](#)

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.

## Person Specification

Applicants must meet all of the essential requirements for this post. These will be measured as shown:

Source: Application (A) Interview (I) Reference (R)

Applicants should be able to provide a well-constructed and concise application providing demonstrable evidence of the essential requirements for the role.

Qualifications and Professional Development	Essential	Desirable	Assessed by
• Degree or equivalent	X		A
• QTS or PGCE certificate	X		A
• CCRS or willingness to undertake		X	A/I
• Evidence of recent training in education	X		A/I/R
• Experience of Catholic school environments (e.g., placement, volunteering)		X	A/I

Knowledge, Skills and Competencies	Essential	Desirable	Assessed by
• Successful teaching in a primary classroom	X		A/I/R
• Conducting assessments, keeping records and producing reports on pupils.	X		I
• Teaching phonics to children following an approved phonics scheme	X		A
• Ability to create a positive, safe and stimulating learning environment	X		A/I/R
• Strong interpersonal and communication skills	X		A/I
• Ability to work collaboratively with colleagues, parents, and external agencies	X		A/I
• Good classroom and behaviour management	X		A/I/R
• A commitment to nurturing the whole child: academically, socially, morally and spiritually	X		I
• Awareness of safeguarding and child protection procedures	X		I
• Willingness to support and promote the Catholic ethos and mission of the school	X		A/I
• Reflective and committed to ongoing professional development	X		A/I
• Resilient, adaptable, and professional	X		A/R

• Practising Catholic, or a strong understanding of and commitment to Catholic education		X	I
• Organising and participating in extracurricular activities		X	A/I
• Participation in the liturgical and prayer life of a school community		X	A/I
• Understanding of SEND and inclusive practices		X	A/I
• Knowledge of the role of parents/carers and the parish in education		X	A/I
• Skills in using technology to enhance learning		X	A/I
• Experience with planning collective worship or liturgical celebrations		X	A/I
• Enthusiasm for contributing to the wider life of the school	X		A/I
• A sense of vocation in working with children and families in a Catholic setting		X	A/I

Experience	Essential	Desirable	Assessed by
• Experience of teaching KS1 children	X		A/I
• Commit to safeguarding policies and training requirements.	X		A/I/R
• Enthusiasm for contributing to the wider life of the school	X		A/I/R