

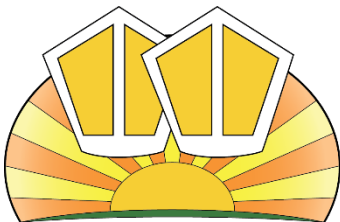


Pope Francis
Catholic Multi Academy Trust

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

KS2 Teacher (Maternity Cover)

RECRUITMENT PACK



St Edmunds and St Thomas'
Catholic Primary School



Pope Francis
Catholic Multi Academy Trust

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/

Thank you for your interest in this post.

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

CEO
Pope Francis CMAT



**St Edmunds and St Thomas'
Catholic Primary School**

Welcome from the Headteacher

Dear Candidate

Thank you for expressing an interest in our vacancy for the position of Teacher Grade M1-M5, to lead one of our Year 3 classes.

The vacancy has been created due to one of our Year 3 teachers going on maternity leave in October. We therefore require temporary cover to start on 3rd November (or earlier), up until the end of the Summer term in July 2026.

We are a happy school with a very strong sense of community and a parent body who are very committed to supporting us in all our activities.

Please feel free to contact the school if you would like further information about this post or to arrange a visit.

Yours sincerely

A handwritten signature in black ink that reads "Kieran Loftus". The signature is written in a cursive, flowing style.

Kieran Loftus

Headteacher

St Edmund's and St Thomas' Catholic Primary School



Pope Francis
Catholic Multi Academy Trust



St Edmunds and St Thomas'
Catholic Primary School

Why choose our school?

At St Edmund's and St Thomas' Catholic Primary School, our mission is:

"I have come that they should have life and have it to the full..."

John 10:10

Inspired by the teachings of Christ, St Edmund's and Saint Thomas' Catholic Primary School encourages and guides our pupils and all our school community to have a strong sense of **service, love** and **compassion**.

In this way, they are encouraged to develop a vision for what they want to achieve with a zest for living life to the full.

Love Learn and Live Like Jesus

Our School Values:

Love, Service and Compassion

The school is located near Crosby beach, near parkland and Crosby Marina. It enjoys significant success in a wide range of competitive sports and works collaboratively with the Pope Francis family of schools, including its Catholic feeder secondary school, Sacred Heart.



Pope Francis
Catholic Multi Academy Trust



St Edmunds and St Thomas'
Catholic Primary School

Application Process

How to apply:

To apply for this post, please use our website [St Edmund's and St Thomas' - 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 **Mr Loftus** at admin@sest.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**

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.

Pope Francis Catholic MAT and St Edmund's and St Thomas' 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: [St Edmund's and St Thomas' - Policies](#)



Pope Francis
Catholic Multi Academy Trust



St Edmunds and St Thomas'
Catholic Primary School

Job Advert

Post Title: Teacher (Year 3 maternity cover)

Pay Scale: MPS M1-M5

Contract: Full time (fixed term)

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 provide maternity cover for the remainder of the 2025/26 academic year in one of our Year 3 classes. The start date for this post is 3rd November 2025 or earlier if possible.

You will be a committed and conscientious professional who is able to motivate self and others and be flexible in light of changes to the timetable. We are looking for someone who is calm under pressure, creative and innovative in curriculum planning and is able to work co-operatively as part of a team.

Please see the job description and person specification below for detail on required knowledge and experience.

Visits by prior appointment are warmly welcomed. Please contact the school on 0151 928 5586 or e mail admin@sest.pfcmat.org.

CLOSING DATE: 18/09/2025 at 5pm

INTERVIEWS WILL BE HELD: 25/09/2025



Job Description

Job Title	Teacher (Year 3 maternity cover)
	MPS M1-M5
Main purpose	To carry out the professional duties of a teacher as circumstances may require in accordance with school policies and under the direction of the Headteacher
Professional values and practice	<p>To teach pupils to achieve progress through:</p> <ul style="list-style-type: none"> • Having high expectations of all pupils and a commitment to raising their educational achievement • Treating all pupils consistently, with respect and consideration with a concern for their development as learners • Demonstrating and promoting positive values, attitudes and behaviour • Communicating sensitively and effectively with parents and carers • Contributing to and share responsibility in the life of the school • Understanding the contribution made by support staff and other professionals • Improving their own teaching through evaluation, learning from effective practice and from using evidence, being motivated and taking responsibility for their own professional development • Participating in training procedures, including INSET and working collaboratively with colleagues to raise standards by sharing effective practice in the school • Participating in meetings which relate to the curriculum, organisation or administration of the school • Working within the current statutory frameworks relating to teachers' responsibilities and conditions of employment (STPCD School Standards and Framework Act 1988) and the Teacher Standards 2012
Teaching and class management	<p>To teach pupils to achieve progress through:</p> <ul style="list-style-type: none"> • Setting high expectations for pupils' behaviour, promoting self-control and independence, establishing a clear framework for classroom discipline; to anticipate and manage pupils' behaviour constructively in line with the behaviour policy • Teaching the required knowledge, understanding and skills relevant to the curriculum • Teaching clearly structured lessons or schemes of work which interest and motivate pupils • Making learning objectives and success criteria clear to pupils • Employing interactive teaching methods and promoting collaborative group work

	<ul style="list-style-type: none"> • Promoting active and independent learning that enables pupils to think for themselves and plan and manage their own learning • Planning effectively to meet the needs of pupils in their classes with special educational needs, with or without statements, and in consultation with the SENCO contributing to the preparation, implementation, monitoring and review of provision maps or the equivalent • Differentiating their teaching to meet the needs of all pupils • Organising and managing teaching and learning time effectively • Taking responsibility for the safety of their pupils both in school and when engaged in authorised activities elsewhere by: <ul style="list-style-type: none"> ○ Managing space, tools, materials and other resources safely ○ Actively supervising children during learning and transition activities (changing for PE, entering and leaving classrooms, in corridors etc) • Making effective use of the school's ICT resources to support teaching and learning • Providing homework and other work which consolidates and extends work carried out in class and encourages pupils to learn independently • Managing the work of support staff to ensure the maximum learning opportunities for pupils, sharing planning and ensuring that resources are available in advance to ensure effective adaptations are made • Challenging bullying in accordance with school policy and encouraging equal opportunities for all children • Ensuring that those children who are vulnerable to underachievement or have SEN are well provided for
Knowledge and understanding	<p>To teach pupils to achieve progress through:</p> <ul style="list-style-type: none"> • Having secure knowledge and understanding of the national curriculum • Understanding how pupils' learning is affected by their physical, intellectual, linguistic, social and cultural development • Understanding their responsibilities under the SEN Code of Practice • Having secure knowledge of a range of strategies to promote good behaviour and establish a purposeful learning environment • Using ICT effectively • Managing an area of the curriculum and/or an aspect of school life
Planning, expectations and targets	<p>To teach pupils to achieve progress through:</p> <ul style="list-style-type: none"> • Following the procedures for long, medium- and short-term planning • Setting challenging teaching and learning targets based on knowledge of: <ul style="list-style-type: none"> ○ Pupils and their past and current achievements ○ Expected standards for the age range ○ Range and content of work relevant to pupils in that age range • Using learning objectives to plan lessons and sequences of lessons, showing how they assess pupils' learning • Planning opportunities for children to learn outside the classroom - educational visits etc
Monitoring and assessment	<p>To teach pupils to achieve progress through:</p> <ul style="list-style-type: none"> • Making appropriate use of a range of monitoring and assessment strategies to evaluate pupils' progress towards planned learning

	<p>objectives and using this information to reflect on, evaluate and improve their own performance</p> <ul style="list-style-type: none"> • Giving effective feedback to support pupils as they learn • Involving pupils in evaluating and improving their own performance • Using the school's assessment procedures to analyse outcomes and inform planning to ensure good progress for all • Identifying and supporting more able pupils, those working below expectations and those experiencing behavioural, social or emotional difficulties • Reporting on pupils' attainment and progress orally and in writing, concisely, informatively and accurately for parents, carers, other professionals • Writing an annual report for each child in their care in accordance with school procedure
Health and safety	<p>Teachers should:</p> <ul style="list-style-type: none"> • Take reasonable care of their own health and safety and that of pupils and colleagues who may be affected by their actions • Cooperate with the employer in complying with health and safety duties • Not interfere with or misuse anything provided for health and safety purpose
Contract	Hours of work as per STPCD DfE (September 2025) – 32.5 hours per week (minimum)

Pope Francis Catholic Multi Academy Trust and St Edmund's and St Thomas' 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: [St Edmund's and St Thomas' - 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)

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
DFE Qualified Teacher status	✓		A
GTC registered	✓		A
Evidence of continuous INSET and commitment to further professional development		✓	A/I
Other relevant experience		✓	A/I

Knowledge, Skills and Competencies	Essential	Desirable	Assessed by
The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies)	✓		A/I
Knowledge of statutory National Curriculum requirements at the appropriate key stage	✓		A/I
Monitoring, assessment, recording and reporting of pupils' progress	✓		A/I
Knowledge of statutory requirements of legislation concerning Equal opportunities, Health & Safety SEN and Child Protection	✓		A/I
Effective teaching and learning styles	✓		A/I
Promote the school's aims positively, and use effective strategies to monitor motivation and morale	✓		A/I
Develop good personal relationships within a team	✓		A/I
Establish and develop close relationships with parents, governors and the parish community	✓		A/I
Communicate effectively (both verbally and in writing) to a variety of audiences	✓		A/I
Use technology effectively to enhance children's learning experiences	✓		A/I
Create a happy, challenging and effective learning environment	✓		A/I

Knowledge and understanding of the preparation and administration of statutory National Curriculum tests		✓	A/I
Experience of managing at least one area of the curriculum effectively and lead staff in related CPD activities		✓	A/I

Experience	Essential	Desirable	Assessed by
Sound knowledge of the structure and expectations of the KS2 curriculum	✓		A/I
Teaching across the whole primary age range		✓	A/I
Teaching through extra-curricular initiatives		✓	A/I