

ROMERO
CATHOLIC ACADEMY TRUST



RECRUITMENT PACK

Teacher of English

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WELCOME FROM MIKE WRIGHT, HEADTEACHER

Dear Applicant,

Thank you for your interest in joining Our Lady & St John RC High School, I hope you find the information in this recruitment pack both informative and inspiring.

As a member of our team, you will be joining a school with a clear vision for improvement and a genuine belief in the transformative power of education. You will be encouraged to bring your strengths, your creativity and your passion to your role, and you will be supported by colleagues and leaders who are committed to your professional development and wellbeing. This is a school that believes in aspiration, inclusion and care for all our pupils. Our staff are dedicated professionals who work collaboratively, support one another and take pride in doing the very best for our children. We place great emphasis on high-quality teaching, strong pastoral care and creating a culture where pupils feel safe, happy and motivated to succeed.

Whether you are early in your career or an experienced practitioner, OLSJ is a place where you can grow, make a real difference and be part of something meaningful.

We look forward to receiving your application.

Yours faithfully,



Mike Wright

Headteacher

WELCOME FROM MIKE ZAMMIT, CHAIR OF THE BOARD OF GOVERNORS

Dear Applicant,

Thank you for your interest in joining Our Lady & St John RC High School. As a Catholic community centred on Christ, our mission is to help every young person grow in their gifts so they can love and serve God, others and themselves. Our core values - Faith, Truth, Unity, Justice, Forgiveness and Industry - guide our curriculum, pastoral care and relationships. We are proud of our strong Catholic ethos, our inclusive culture and the warm sense of belonging felt by pupils and staff. The school is ambitious for every learner, and governors work closely with leaders to ensure a safe, aspirational environment where excellent teaching and personal development can flourish.

If you join us, you will become part of a committed, supportive and collaborative community. Our pupils are eager to learn, our staff are dedicated to their own growth, and our governing board is focused on providing strong strategic support and challenge.

Thank you for considering Our Lady & St John.

Yours faithfully,



Mike Zammit

Chair of Governors

JOB ADVERT

TEACHER OF ENGLISH

PERMANENT

MAIN PAY SCALE POINTS 1 -6 (£32,916 - £45,352)

RESPONSIBLE TO: DIRECTOR OF ENGLISH

MAIN LOCATION: OUR LADY & ST JOHN RC HIGH SCHOOL

REQUIRED TO COMMENCE: AS SOON AS POSSIBLE

Our Lady & St John RC High School is part of the Romero Catholic Academy Trust enjoying 'rapid improvement' in our pursuit of excellence.

The Board of Directors of the Romero Catholic Academy Trust, alongside The Governors of Our Lady & St John RC High School, are seeking to recruit a successful, highly-motivated and dynamic candidate to join our English team. This position is suitable for both experienced teachers and ECTs. We offer excellent CPD using instructional coaching to move our teachers on rapidly in their careers. We have a very close and supportive staff and a staff wellbeing 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 **01254 588388** or enquiries@olsj.romerocat.com.

Full details and recruitment monitoring forms are available from the Romero Catholic Academy Trust website: www.romerocat.com or the school website www.olsj.blackburn.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	Noon, Wednesday 04 March 2026
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TEACHER OF ENGLISH

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 OLSJ in accordance with the stated aims and objectives of the school and the department and to contribute to departmental improvement in accordance with the aims of the School and Departmental 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 good pupil behaviour and efficient implementation of school policies and routines.
- Work closely with the Head of Faculty, taking advice and direction and give any reasonable support they need to plan and implement the English Curriculum and raise standards in the faculty.
- Attend and fully participate in Faculty and other meetings as requested by Head of Faculty and Senior Leaders.
- Contribute to Faculty curricular and 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 department 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.
- To be a Form Tutor of an assigned Form Tutor Group and to carry out related duties in accordance with the general job description of a Tutor.
- 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 OF ENGLISH

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
Good degree in relevant subject.	E	A
PGCE or equivalent.	E	A
Further study EG Diploma, Masters or PHD.	D	A
Knowledge and 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 / R
Experience of teaching English across KS3 and 4 including GCSE classes.	E	A / I / R
Good subject knowledge and understanding of assessment strategies in English.	E	A / I / R
Up to date understanding of how children learn.	E	A / I / R
Good understanding of the principles of effective behaviour management.	E	A / I / R
Skills and abilities		
Ability to engage all students, build strong relationships and inspire them to achieve in English.	E	A / I
Leadership potential – ability to inspire and influence colleagues.	D	A / I
Able to adapt the curriculum to meet the needs of all students including those with SEND and the more able.	E	A / I
Good interpersonal, organisational, presentational and IT skills.	E	A / I
Ability to work hard with competing deadlines, prioritising appropriately and maintaining good humour.	E	A / I
Personal Characteristics/ other requirements		
To be interested in children as individuals, in how they learn and in their social, emotional and spiritual development.	E	A / I / R
To believe in the importance of teamwork and a collaborative approach, and be able to build supportive working relationships with colleagues both within and outside the faculty.	E	A / I / R
To support senior leaders in identifying ways we can improve while accepting and supporting decisions and school policy.	E	A / I / R
Absolute commitment to safeguarding the welfare of children and young people.	E	A / I / R
Self-awareness: able to identify own areas of strength and areas for development.	E	A / 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	A / I / R
Commitment to supporting the school's Catholic ethos as expressed in our mission statement and core values.	E	A / I / R
Commitment to the trusts ethos and values.	E	A / I
Other		
Commitment to safeguarding and protecting the welfare of children and young people.	E	A / I
Commitment to equality and diversity.	E	A
Commitment to health and safety.	E	A
Essential car user.	E	A
Strong recommendation from all referees, including current employee.	E	A / R
Note: We will always consider your references before confirming a job offer in writing		
Prepared by:	HR Team	Date: February 2026

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 OF ENGLISH

HOW TO APPLY

If you would like to find out more about the position, please contact Mrs Gail Goldstein on 01254 588388 or ggoldstein@olsj.romerocat.com.

Full details and application forms are available from our website: www.olsj.blackburn.sch.uk.

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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	Noon, Wednesday 04 March 2026
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Completed application forms and associated documentation should be returned to Mrs G Goldstein, Headteacher's Executive Administrator via e-mail: ggoldstein@olsj.romerocat.com.