



# St Polycarp's Catholic Primary School

We love. Learn, grow and flourish together



## JOIN OUR TEAM

Class Teacher



# Welcome

## Message from our CEO



Dear Candidate,

Thank you for your interest in working at Xavier Catholic Education Trust (CET). My name is James Kibble and I have the privilege of serving as CEO, coordinating the work of our schools as **we collaborate to ensure that every child has access to a world-class education.**

At Xavier CET we provide the central services, including teacher training and professional development, so that leaders in our schools are free to focus on what matters most, creating exceptional educational experiences for all the children in our care.

**Our Catholic faith is central to all that we do as it is the source of the values that inspire our work; you don't, however, have to be Catholic to work with us. All we ask is that people are committed to what we are trying to achieve; to help every child become the person they are called to be, live life to the full and play their part in making our world a better place in the future.**

Working at Xavier is a great opportunity to join a happy and successful community of schools and education professionals. If you join us, we will be totally committed to supporting and developing you in your role and career development and in turn, you will enjoy all the opportunities and benefits that come from working in what we believe is a 'flagship' Catholic Education Trust.

**Please visit our website [www.xaviercet.org.uk](http://www.xaviercet.org.uk) to find out more about the Trust, our schools and our other services or contact us via [info@xaviercet.org.uk](mailto:info@xaviercet.org.uk) for further information or to arrange a visit.**

James Kibble  
CEO - Xavier Catholic Education Trust



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# Our Story

## Growing Together Continuously

In 2016 we came together as a group of Catholic schools wanting to support each other to consistently deliver exceptional educational experiences for all the children in our care.

When deciding our name, we wanted something different, memorable and meaningful. Jesuit missionary, St Francis Xavier was a teacher and gave much of his time to teaching children, realising that they are the future. Despite encountering difficulties and resistance he never gave up. **Inspired by Saint Francis Xavier, we continue to go wherever we are needed and can help; we learn from and share our ethos and faith with all we work with.** As Teachers, Governors, Directors and Support Staff in the Xavier Catholic Education Trust we devote ourselves to serving the children and spreading the good news of the Gospel and like St Francis, we too will never give up in our mission.

We have since grown to include 17 schools - 14 primary and 3 secondary schools – and proudly continue to learn from and grow with every new school we welcome into our trust family. **To find out more about our schools please visit: <https://www.xaviercet.org.uk>**

# Our Mission

## What we aim to achieve

To provide an outstanding Catholic education for all the children in our schools and exceptional training for teachers at all stages of their career.

We will follow the example and teachings of Christ and everything we do will be inspired by gospel values. We will strive for excellence in all areas of our work and cherish every child and member of staff in our care.

We know we are succeeding when everyone in our care is better off because we are there.

# Our Values

## How we operate

### **Faith**

Everything we do is rooted in faith and lived out through Gospel values

### **Hope**

We are optimistic about the future and see the God-given potential in everyone

### **Love**

We believe in the power of reconciliation and treat everyone with loving kindness

### **Service**

We accept the mantle of leadership and recognise that our mission is to serve

### **Integrity**

We work for the greater good, strive for justice and always try to do the right thing

### **Excellence**

We are committed to challenging ourselves to offer first-class provision in all that we do

# Our People

Join Us. Grow With Us. Flourish With Us.

Like any successful organisation, we rely on recruiting, developing and retaining the very best people to ensure that all that we do continues to be recognised as first-class by all those that we serve. The minimum requirement to work with us is to be energetic, enthusiastic, to have a “can-do” attitude and to be passionate about doing whatever it takes to ensure that the children and staff we serve get the best possible education.

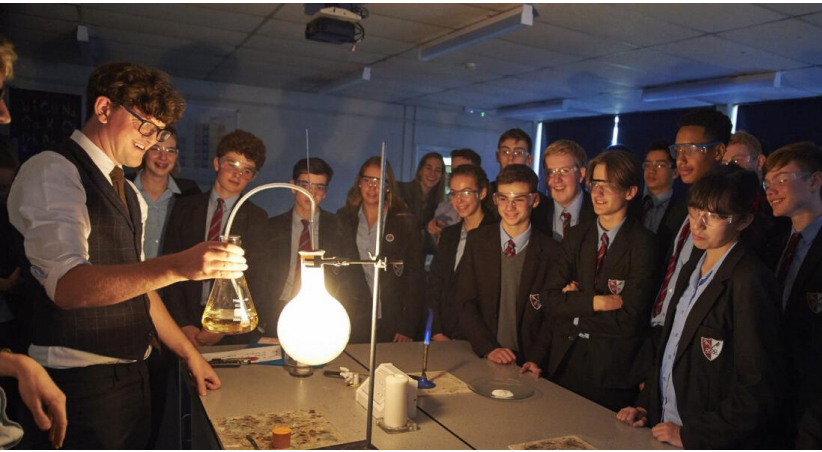
Beyond the passion required to join our team, you will also need to demonstrate the potential to be excellent at what you do and whilst you don't have to be Catholic to work with us, you certainly have to be supportive of everything we stand for and aspire to.

If that sounds like you, please know that Xavier is a brilliant place to work. Our staff are our greatest asset; everything we achieve is down to their hard work and dedication, and we therefore ensure that they are very well looked after.



# Testimonials

What our people say



"I wanted to work in a position I love and something I enjoy and know that I would wake up and go to work and come home having enjoyed my day and achieved something."

"Teaching for me is about having a passion for learning...having the passion, enthusiasm and energy needed to be a teacher."



"The NPQ program is a great opportunity to network with like-minded colleagues. It's provided me with a platform to discuss approaches to leadership and learn about my own style."



# Why Work For Us

## Staff Benefits

### EMPLOYEE WELLBEING

- Inclusive welcoming culture
- Work life and family friendly policies
- Flexible working opportunities
- Green Car and Cycle-to-work Schemes
- Dental Insurance, My Gym Discounts, Health discounts

### PENSION SCHEME

- Highly competitive Local Government Pension Scheme (Support Staff) and Teachers' Pension Scheme (Teachers)

### TRAINING & DEVELOPMENT

- Senior and middle leadership skills programmes
- Comprehensive development programme for trainee teachers and ECT's
- Coaching culture to support teacher learning and development.
- Holistic approach to appraisal system, focused on your CPD and not just on measuring performance

### TRUST-WIDE COLLABORATION

- Collaborate and share best-practice across our growing family of primary & secondary schools
- Trust-wide career development opportunities
- Work alongside Xavier Teach Southeast, and Teaching School Hub, an outstanding initial teacher training and ECT provider



# St Polycarp's Catholic Primary School

We love. Learn, grow and flourish together



## JOIN OUR TEAM

Job Specification





# Welcome

## Message from the Head

Dear Candidate,

Welcome to St. Polycarp's Catholic Primary School! We are a vibrant, two-form entry school at the heart of Farnham, just a short walk from the town centre, train station, and beautiful green spaces.

Our school has a well-established reputation for excellence in education and for nurturing a lifelong love of learning. We value creativity, independence, and ambition for every child. At St. Polycarp's, Gospel values shape our ethos and teaching, helping children face challenges with confidence and resilience. We celebrate the uniqueness of every child and ensure that all are valued and supported.

Our vision is simple yet powerful: 'We love, learn, grow and flourish together'.

After achieving Outstanding in our Ofsted inspection in March 2025, St Polycarp's was again judged Outstanding in all areas by the Catholic Schools Inspectorate, celebrating our strong leadership, exceptional RE, and our faith-filled, inclusive school community.

You'll find a welcoming, friendly staff team and a supportive, forward-thinking leadership group committed to innovation and best practice. To enrich learning, we have a dedicated music teacher and PE teacher who deliver high-quality specialist teaching across all year groups.

# Welcome Message from the Head

Our children are wonderfully curious, full of potential, and eager to grow and we are deeply passionate about helping them flourish in every aspect of their lives.

As a proud member of the Xavier Catholic Education Trust, we are committed to nurturing talent, developing future leaders, and offering exceptional opportunities for professional growth and career progression. We warmly welcome applications from everyone Catholics, those of other Christian denominations, people of all faiths, and those of no faith. What matters most to us is a shared dedication to supporting our children, embodying our values, and contributing to a joyful, caring school community where every individual is respected and every voice is valued. If you are inspired by the idea of making a meaningful difference in the lives of young people, we would be delighted to hear from you.

Mr Martyn Peebles

Headteacher





# Job Specification

## Class Teacher

St Polycarp's Catholic Primary School is looking to appoint exceptional teachers who are forward thinking, creative and excited about learning.

### Job Purpose

The purpose of this teaching role is to provide high quality teaching, effective assessment and imaginative lesson planning / use of resources, thereby motivating children and leading to a high standard of learning and achievement for all.

To accept and teach the values and practice of the Catholic Christian faith in ways appropriate to the understandings of the children and in accordance with school policy. The teacher does not have to be a Catholic but empathy with the aims of the school is essential..

### Key Accountabilities

- To maintain consistently high standards in relation to all aspects of the Teachers' Standards
- Demonstrate effective practice and help others to evaluate the impact of their teaching on children's' achievement including coaching and mentoring
- Contributing significantly to implementing workplace policies and school improvement priorities.
- Be a role model for children and other staff

### Strategic leadership for class teachers

Take responsibility for the management and development of one or more areas of curriculum responsibility.

This will include:

- i) monitoring quality and standards
- ii) contributing to school planning and self-evaluation
- iii) providing professional support to other teachers and support staff



- iv) advising the headteacher on appropriate resources and materials
- v) leading appropriate professional development.
- vi) Contribute to the whole school improvement plan.

## **Main Duties**

### **1. Set high expectations which inspire, motivate and challenge pupils**

- Establish a safe and stimulating environment for pupils, rooted in mutual respect
- In setting targets, take account of the level of challenge for pupils across the cohort of all backgrounds, abilities and dispositions
- Actively support the Catholic ethos of the school in relationships with children, colleagues (within the school and across the Xavier CET and parents, both in class and around the school)

### **2. Promote good progress and outcomes by pupils**

- To be accountable for pupils' attainment, progress and outcomes
- To be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these
- To guide pupils to reflect on the progress that they have made and their future needs
- Use data effectively, set challenging targets for all pupils
- Demonstrate in depth knowledge of how children learn and adapt teaching accordingly
- Establish a culture that ensures that pupils have a responsible and conscientious attitude to their work
- Actively promote parental involvement and initiate opportunities to involve them

### **3. Demonstrate good subject and curriculum knowledge**

- To have a secure knowledge of the relevant subject and curriculum areas (including phonics, mathematics and the high standards of literacy and correct use of standard English)
- To demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship
- Take responsibility for own CPD, keeping abreast of changes/developments across a range of subjects
- Provide professional reports (verbal or written) to parents, indicating progress, attainment and targets for improvement



#### **4. Plan and teach well-structured lessons**

- To impart knowledge and develop understanding through effective use of lesson time
- To promote a love of learning and children's intellectual curiosity
- Consistently teach lessons that are good or outstanding
- Through effective planning and provision, demonstrate understanding of different styles of learning and how these are accommodated
- Set home learning and other out of class activities that will consolidate and extend the knowledge and understanding pupils have acquired
- Be systematic in evaluating learning within and across a sequence of lessons
- Plan effectively as part of a team, ensuring consistency across a year group
- To contribute to the design and provision of an engaging curriculum

#### **5. Adapt teaching to respond to the strengths and needs of all pupils**

- Know when and how to differentiate appropriately
- Ensure that teaching is consistently good and outstanding
- Demonstrate how teaching has been adapted to accommodate the needs of different groups and individuals

#### **6. Make accurate and productive use of assessment**

- To make use of formative and summative assessment to secure pupils' progress, including statutory assessment
- Be aware of local and national data when evaluating expectations and performance
- Use the school data programme (Target Tracker) effectively to track progress and set challenging targets
- Implement the school marking policy and give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback
- Engage fully in moderation activities as required and initiate moderation activities with year group and Xavier CET colleagues

#### **7. Manage behaviour effectively to ensure a good and safe learning environment**

- To embed the school's behaviour policy and encourage all pupils to follow the school's behaviour rules
- To have high expectations of behaviour and use a wide range of strategies, using praise, sanctions and rewards consistently and fairly
- Be highly competent in managing an effective learning environment so that all children are actively engaged in learning and poor behaviour never disrupts learning
- Keep parents well informed and work effectively with them to bring about improvement where necessary
- To maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary



## 8. Fulfil wider professional responsibilities

- Set an example in all aspects, share good practice and support other colleagues in maintaining the standards
- Be proactive in supporting the Catholic ethos of the school
- Be positive and encouraging during times of change
- Develop highly effective professional, working and supportive relationships with colleagues
- To communicate effectively with parents including writing accurate, professional mid-year and end of year reports
- To deploy support staff effectively
- To take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues

## Code of Conduct

The School expects all staff to ensure that their standards of conduct are, at all times, compliant with the Xavier CET: Code of Conduct for Employees and the school handbook.



## **Class Teacher: Person Specification**

### **Training & Qualifications**

1. Qualified Teacher Status
2. Evidence of continuing and recent professional development relevant to the post
3. Satisfactory DBS enhanced clearance

### **Knowledge and Understanding**

1. Understanding of Safeguarding responsibilities in schools and collaboration with parents, outside agencies.
2. Have a thorough and up to date knowledge of a range of teaching, learning and behaviour management strategies and how to implement them effectively
3. Understanding and knowledge of the National Curriculum
4. Know how to use assessment data to raise the achievement of all pupils
5. Be a confident and competent user of IT

### **Experience (desirable)**

1. An outstanding classroom practitioner or potential to become one
2. Experience of teaching in a Primary school setting
3. Experience of working with a range of children with different abilities, in an inclusive environment.

### **Aptitude and Skills**

1. Commitment to the values of Catholic education and working in a Trust.
2. Ability to provide a stimulating learning environment
3. Ability to judge when to make decisions and when to consult with others, including outside agencies and the Trust central team/ colleagues from across the Trust
4. Ability to prioritise and manage your own time effectively, particularly in relation to balancing the demands made by administrative duties, teaching and acting as a resource for others
5. Excellent interpersonal skills including good written and oral communication skills
6. Commitment and enthusiasm for teaching
7. Commitment to inclusion and raising the standards for all
8. Resilience and pragmatism mixed with a sense of humour, creativity and commitment to team working.



### **Job Details – Class Teacher**

- Part-time, 1 day per week
- Main Scale Pay Range

### **Start date: September 2026**

Closing date for applications is Friday 22<sup>nd</sup> May at 9.00am. Interviews to be confirmed. Early application is recommended as we reserve the right to interview and appoint at any time during the recruitment process.

This School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The Successful applicant will be required to undertake an enhanced check via the Disclosure and Barring Service.





# How To Apply

Please apply by visiting our school website:

<https://www.stpolycarps.surrey.sch.uk/Vacancies/>

Alternatively you can visit our Xavier CET website and eteach portal via these links:

[Xavier Catholic Education Trust - Vacancies \(xaviercet.org.uk\)](https://www.xaviercet.org.uk)

<https://www.eteach.com/careers/xaviercet-org>

You will be able to apply for any of our current job vacancies, as well as sign up for our Talent Pool, so that we may contact you about any suitable roles that arise in the future.

**SAFEGUARDING:** Xavier Catholic Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be made subject to an Enhanced Disclosure and Barring Service approval ('DBS') as part of our rigorous approach to safeguarding our children.

[Safer Recruitment Policies](#)

Please find the all the safer recruitment policies on the link below:

<https://www.eteach.com/careers/xaviercet-org>

**EQUAL OPPORTUNITIES:** Xavier Catholic Trust is committed to equality of opportunity for all colleagues, pupils and other stakeholders. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.





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