



The Sycamore
Church of England
Trust

Grow together, Learn forever

Teacher Recruitment Pack

School: Holy Trinity CE Primary School



The Sycamore Church of England Trust are seeking to appoint an enthusiastic and talented teacher to join our Trust, based at Holy Trinity CE Primary School.

Base: Holy Trinity CE Primary School, Cecil Street, Bury, BL9 0SB
Grade: M3 – UPS 3
Contract: Fixed Term
Required From: September 2026

The Sycamore Church of England Trust are seeking to appoint an enthusiastic and talented teacher to join our Trust, based at Holy Trinity CE Primary School.

We are proud to have served the heart of Bury since 1850. We acknowledge not only our rich history but also our commitment to nurturing future generations in a caring and inclusive environment.

As part of the Manchester Diocese family, we are guided by the teachings of Jesus, holding fast to His promise in John 10:10 of "life in all its fullness." This promise shapes our approach to education and community, encouraging every child to flourish and thrive.

Our vision at Holy Trinity is deeply rooted in the words of Mark 12:30: "Love the Lord your God with all your heart, all your soul, all your mind, and all your strength." This scripture inspires us to create a school where love, respect, and dedication are at the core of everything we do.

At Holy Trinity, we strive to grow a flourishing community where living well together is key. We believe that inclusivity and support are essential in ensuring that everyone feels loved and valued. Through our shared commitment to learning, we empower each child to achieve and succeed, preparing them for a bright and fulfilling future.

As a new class teacher joining our teaching team, you will play a significant role in promoting our aims, values and ways of working in your everyday practice. You will help promote those strong Christian values that support our learning community. You will be embedding current good practice with the support of our talented team; leading learning in your classroom in a creative way.

The role will involve a teaching commitment for a class whilst leading a subject throughout the school.

Informal visits to the school are encouraged and warmly welcomed. We strongly encourage you to visit the school to meet our wonderful children and to observe our values at work.

If you are interested in finding out more or would like an informal chat, or a visit to the school, please contact us to arrange an appointment on 0161 764 2993.

Visits to the school

Tuesday 2nd June: 9:00am

Wednesday 3rd June: 4:00pm

Thursday 4th June: 10:30am

The Trust 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. We will ensure that our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure Barring Service checks along with other relevant employment checks, including references.

All application forms should be emailed to recruitment@thesycamoretrust.co.uk by Wednesday 10th June 2026. Please note that CVs cannot be accepted.

Shortlisting will take place Friday 12th June with interviews scheduled on Wednesday 17th June.

Job Description

Post Title	Teacher
Responsible to:	Headteacher and Trust Leadership Team
Location:	Holy Trinity CE Primary School Trust wide working may be required.

Main Purpose of the Role

A Primary School Teacher is responsible for educating children aged 4–11, supporting their academic, social, and emotional development. The role involves planning engaging lessons, assessing progress, and creating a safe, inclusive learning environment.

Special Conditions of Service

- Attendance at evening meetings may be required.
- Staff may be deployed at other schools within the Trust, should the need arise.

Immediately Responsible for:

- Teaching Assistant

Core Responsibilities and Tasks

Teaching & Learning

- Plan, prepare, and deliver structured lessons aligned with the national curriculum.
- Adapt teaching methods and adjust activities to meet the diverse needs and learning styles of pupils.
- Use a range of resources, including digital tools, to enhance learning.
- Ensure pupils can access learning activities through specialist support e.g. curriculum/SEN specialism
- Set appropriate homework and provide constructive feedback.

Assessment & Progress

- Assess pupil progress through observation, tests, and assignments.
- Track attainment and maintain accurate records.
- Identify and support pupils with additional learning needs.
- Prepare reports for parents, carers, and school leadership.

Job Description

Classroom & Behaviour Management

- Create a positive, inclusive classroom environment.
- Promote good learning habits, attendance, and punctuality.
- Deal promptly with conflict and incidents and encourage pupils to take responsibility for their own behaviour in line with established school policy.

Safeguarding & Pastoral Care

- Ensure the safety and well-being of all pupils.
- Recognise and report safeguarding concerns according to statutory guidelines.
- Build positive relationships with pupils to support emotional development.

Collaboration & Communication

- Work closely with teaching assistants and support staff.
- Participate in staff meetings, training, and school events.
- Communicate effectively with parents and carers.
- Collaborate on planning and curriculum development within year groups or key stages.

Support for the School

- Assist in the training and development of classroom support staff including supervision of volunteers, trainees.
- Contribute to the overall ethos/aims/work of the school
- Comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of pupils.
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Be responsible for and committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

Corporate Responsibilities

All employees of The Sycamore CE Trust have a responsibility for, and must be committed to, safeguarding, and promoting the welfare of children and young people and for ensuring that they are protected from harm.

In addition, we expect all employees to:

- Be aware of, support and contribute to the ethos and values of the Trust.

Job Description

- Recognise own strengths and areas of expertise and use these to support and advise others.
- Participate in training and other learning activities and performance development as required.
- Familiarise themselves with, and adhere to, all relevant Trust Policies and Procedures
- Comply with the Trust's Health and Safety requirements.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues

Additional to Note

This is an outline job description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any other reasonable duties as directed by the Central Leadership Team.

Duties may be subject to periodic review, in consultation with the postholder, to reflect the changing work composition of the Trust.

Job Description prepared by:	Sign: Tina Powell	Date: 16.02.26
Agreed correct by Postholder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date:

Person Specification		
	Essential	Desirable
Qualifications & Training		
Qualified Teacher Status (QTS).	√	
Degree or equivalent qualification relevant to teaching.	√	
Evidence of ongoing professional development.	√	
Additional training in SEND, phonics, or curriculum specialisms.		√
First Aid Training		√
Experience		
Experience teaching or working with primary-aged pupils (through employment or placements).	√	
Experience planning, delivering, and assessing learning in line with the National Curriculum.	√	
Experience using a range of strategies to support varying abilities and learning styles.	√	
Experience of supervising other staff and delegating work	√	
Experience working with pupils with SEND or EAL.		√
Experience using formative and summative assessment to track progress.		√
Knowledge & Understanding		
Strong understanding of the National Curriculum and age-related expectations.	√	
Knowledge of effective teaching and learning strategies.	√	

Person Specification		
	Essential	Desirable
Qualifications & Training		
Knowledge of effective teaching and learning strategies.	√	
Awareness of behaviour management techniques and positive reinforcement.	√	
Understanding of current educational issues and developments.		√
Knowledge of how to integrate technology effectively into learning.		√
Skills & Abilities		
Ability to plan engaging, differentiated lessons.	√	
Strong communication skills with pupils, colleagues, and parents.	√	
Ability to create an inclusive, supportive, and stimulating learning environment.	√	
Effective classroom and behaviour management skills.	√	
Strong organisational skills and ability to meet deadlines.	√	
Ability to use assessment data to inform future teaching.	√	
Use of ICT for administration purposes: current Windows based packages including Microsoft Word, Excel, Outlook, and PowerPoint	√	
Awareness of confidentiality and ability to deal appropriately with sensitive or difficult situations	√	
Display the highest levels of integrity and complete discretion and trustworthiness.	√	
Ability to contribute creatively to wider school life (e.g., clubs, events, enrichment).		√

Person Specification		
	Essential	Desirable
Qualifications & Training		
Personal Qualities		
Passion for teaching and commitment to pupil progress.	√	
Positive, enthusiastic, and approachable manner.	√	
Resilience, flexibility, and ability to adapt to changing needs.	√	
Strong sense of responsibility and professionalism.	√	
Commitment to equality, diversity, and inclusion.	√	
Confident, authoritative, and able to work productively with a wide range of staff, parents and pupils	√	
A commitment to safeguarding and promoting the welfare of children	√	
Willingness to take part in whole-school development opportunities.		√
Desire to engage in reflective practice and continuous improvement.		√