



October 2024

## Candidate Applicant Pack

# Midday Supervisor

## St Nicholas Catholic Academy



**Required as soon as possible**

**Address: Orthes Street, Liverpool, L3 5XF**

**[www.stnicholasliverpool.co.uk](http://www.stnicholasliverpool.co.uk)**

**Telephone: 0151 709 5532**

**[cmartin@stnicholas.sjcmat.co.uk](mailto:cmartin@stnicholas.sjcmat.co.uk)**



## **Middy Supervisor**

**Required as soon as possible**

**Fixed Term, term time, 7.5 hours per week**

**Salary Range SCP 2 £23656**

**(£4009.53 per annum pro-rata)**

We are seeking to recruit a flexible, enthusiastic and highly committed person to be responsible for providing learning support for the children in our friendly and caring school. We are an averaged sized primary school in Liverpool city centre (the number on roll is 190 pupils) and require a person with relevant experience.

This is an exciting opportunity to be part of St Nicholas Catholic Academy, which is part of St Joseph Catholic Multi Academy Trust. The Trust works in partnership with the Archdiocese of Liverpool, the Diocese of Shrewsbury and the Diocese of Chester and provides extensive opportunities for the children and young people in our schools, whilst our staff are able to take part in sharing and receiving best practice with and from colleagues across the Trust in order to deliver high-quality teaching and learning for our students.

To work under the direction of the Head Teacher, as a member of a team, for securing the safety, welfare and good conduct of pupils during the midday break period in according with established practices and procedures.

You are strongly advised to visit our website for further information about our school: [www.stnicholasliverpool.co.uk](http://www.stnicholasliverpool.co.uk) and the Trust website: [www.stjosephmat.org.uk](http://www.stjosephmat.org.uk)

For the job description, person specification and application form please visit the school website. Visits to school are also recommended, to arrange a tour please contact Catherine Martin on 0151 709 5532. Application forms should be returned via email to [cmartin@stnicholas.sjcmat.co.uk](mailto:cmartin@stnicholas.sjcmat.co.uk)

**Closing date for applications: Monday, 2<sup>nd</sup> December 2024 at 9am**

**Proposed date for interviews: To be confirmed**

**Start Date—ASAP**

## Safer Recruitment

Safer recruitment practice aims to minimise the risk of appointing an individual who is unsuitable to work in a post where they will be in contact with children or vulnerable adults and could cause them harm.

Our selection processes observe best practice in selecting the appropriate candidate by ensuring equality of opportunity for all applicants whilst excluding any who may be unsuitable to work with our children.

The Disclosure and Barring Service (DBS) helps employers to make safer recruitment decisions and to prevent unsuitable people from working with vulnerable groups, including children. It is a criminal offence to offer (or indeed to apply for, or to accept an offer of) employment in certain designated posts (those which involve working with children in what is defined as regulated activity) to a barred individual.

All candidates are expected to understand their own duties and responsibilities in regard to child protection and safeguarding with due relevance to the specific post advertised.

Any conditional offer of appointment will be made strictly subject to receipt of all required documentation (as specified) and satisfactory verification of all checks.

St Joseph is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Where the post is engaged in regulated activity, and/or an opportunity for contact with children the position will be subject to an enhanced DBS check. In addition, as part of the shortlisting process, and in accordance with statutory guidance, we may carry out an online search (for publicly available material) to help identify any incidents or issues that have happened which we may want to explore with shortlisted applicants at interview.



# Vision Statement

*‘Our Catholic school is a diverse, nurturing and dynamic community which is faithful to Jesus, welcoming to all and provides a learning environment where everyone can succeed’.*

The school aims based on the Mission Statement:

1. We aim to follow in Jesus’ teaching and live by his example. This can be seen through our;

- Work with Parish and community
- RE policy
- Equal Opportunities Policy
- Teaching of RE
- Teaching of PSHE/SEAL
- The example we set by our relationships with others

2. We aim to meet the needs of each individual by providing inclusive and creative education. This can be seen through our;

- Regular CPD for staff
- Subject policies
- A broad & balanced sequenced curriculum
- Extra-curricular opportunities
- Utilising the local environment
- Meeting the needs of all learning styles
- Developing independence in thoughts, action and learning
- Assessment and monitoring
- Celebrating success and achievement
- Pastoral support
- Communication with Parents

3. We aim to strengthen partnership with families, the Church and our diverse community. This can be seen through our;

- Work with Parish Priest
- Support for sacramental preparation
- Links with various community groups
- Work with other schools in our area
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# Timeline

## **Closing date**

Completed applications should be returned no later than **9am on Monday, 2<sup>nd</sup> December 2024.**

**Interview** To be arranged.

## **How to apply**

Please complete the application form provided.

The supporting statement in your application should be no longer than 2 sides of A4 with a minimum font of Arial 11. It should address the precise selection criteria detailed in the person specification and should reinforce this by giving examples to support your candidacy.

Please note that covering letters and other extraneous material will not be accepted as part of the application.

Your application should be returned by email in word format to Catherine Martin [cmartin@stnicholas.sjcmat.co.uk](mailto:cmartin@stnicholas.sjcmat.co.uk)

**Please note that applications must be submitted in Microsoft Word document format.**

If you have any queries about the application process please contact the school.

