



St Bernadette Catholic Secondary School Bristol



Engagement Support Worker application pack



Excellence in Faith & Learning

St Bernadette Catholic Secondary School



Mission Statement

Our Mission is to develop the whole person in a Catholic learning community, to provide a loving Christian environment and to strive for excellence, equality, justice and fairness.

At St Bernadette Catholic Secondary School we aim for our young people to be:

- strong and committed in the faith of Christ
- confident of their personal worth
- active in response to Christ's call to care for others
- responsible members of society

Hence we strive to:

- achieve excellence in all aspects of our life and work
- foster the spiritual growth of each member of our community
- create a happy and successful learning environment
- develop the full potential of each individual
- prepare pupils for the opportunities, responsibilities and experiences of adult life

Excellence in Faith & Learning



Welcome

May 2022

Dear Applicant,

We are delighted that you have expressed an interest in the post of Engagement Support Worker at St Bernadette Catholic Secondary School. Community is extremely important to us at St Bernadette's. We pride ourselves on being an ambitious and vibrant community of faith and of learning where everyone is valued and has a part to play. Our pupils, who come from across the south and east of Bristol, are our best ambassadors and greatest asset.

Our identity as a faith school is key to all we undertake and the teachings of Jesus Christ are at the heart of all we do. We are committed to ensuring our students receive the highest quality provision to enable them to achieve their potential, while growing as confident and responsible young people.

This is an exciting time to be joining St Bernadette's. Our focus on excellence for and from all members of the school community, underpinned by robust, embedded systems and structures enable all members of the school community to thrive and we are confident of further growth and improvement. I was appointed as head teacher this September and having served as deputy at the school for seven years am excited to be leading the school into its next chapter. Furthermore St Bernadette's is blessed with a strong, supportive and ambitious staff who have the highest expectations of themselves and our pupils.

We hope this application pack will give you a strong picture of our school and you enjoy learning more about us.

Best wishes

Patrick McDermott
Chair of Governors

Edward Walker
Headteacher



St Bernadette Catholic Secondary School

Engagement Support Worker

Required:	ASAP
Salary:	BG7 (actual salary £18,480-£19,428)
Location:	Whitchurch, Bristol
Contract Type:	37 hours per week (term time with 5 insets)
Contract Term:	Fixed term contract to 31/8/2024

Governors of this outstanding Catholic 11-16 school wish to appoint an Engagement Support Worker to provide high quality support to help our students achieve their full potential

We can offer:

- Happy, friendly and talented students
- Enthusiastic, committed and friendly staff
- Strong academic results
- A school with strong care, support and guidance

You are:-

- Experienced in worked in a learning/childcare setting organising and providing enrichment/sports activities
- Empathetic towards children
- A good- communicator with appropriate language to build rapport with children and carers from a variety of ages, abilities and backgrounds,.
- Flexible, adaptable, with a positive approach to working in a structured environment.

You will:-

- Set up and run a full extra-curricular provision of before and after-school clubs and lunchtime clubs as well as supporting students during the school day
- Support with the duty role in the schools ARC provision helping children to access learning and building relationships to support progress
- Provide direct support for the learning of individual children or groups of children, including those with special needs.
- Promote effective pastoral care for individual children and groups, following defined procedures, and liaising with colleagues to create and retrieve accurate records to provide the basis for home/school liaison & contacts with other agencies

Contact us:

To discuss the post, applying or to arrange a school visit, please contact Matt Yandell, Assistant Headteacher.

School address - St Bernadette Catholic Secondary School, Fossedale Avenue, Whitchurch, Bristol, BS14 9LS

Phone – 0117 377 2050 Email – recruitment@stberns.bristol.sch.uk Website – www.stberns.bristol.sch.uk

Application forms are available on the school [website](http://www.stberns.bristol.sch.uk) and the CES [website](http://www.stberns.bristol.sch.uk)

Closing date— midday Wednesday 7th June

Interviews—Tuesday 13th June 2023



About our school

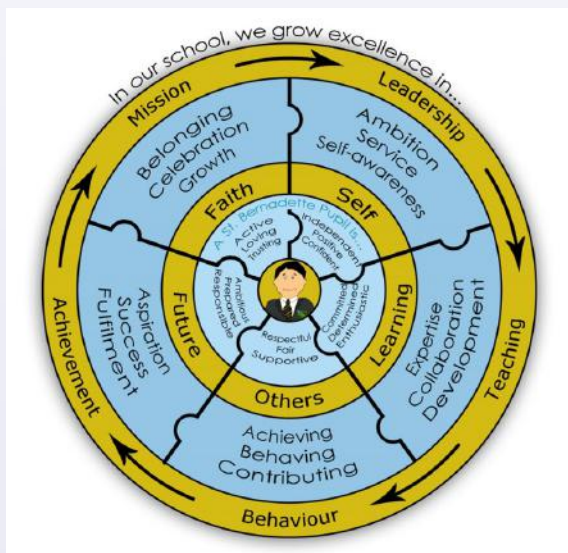
St Bernadette's is a vibrant, successful and ambitious secondary school located in Whitchurch, South Bristol. The school prides itself on being a community of faith and of learning, where everyone is valued and has a part to play.

As a Catholic school it is our mission to work together to serve the needs of the pupils in our care. The work entrusted to us is to help each pupil to recognise their dignity as a child of God and to help each one to fulfil the potential that God has given them. We do this by providing an education grounded in the gospel values of faith, hope and love; in which pupils can grow in faith; are stretched academically and are given a moral and social awareness that will help them to contribute fully to our school community and to play an active part in society both now and in the future. In this way we work for the common good and to build up God's kingdom.



Excellence at St Bernadette's

A commitment to excellence from all and for all is a key feature of our school. Our fundamental belief is that children will succeed when learning in a happy, challenging and safe environment where there is mutual respect for all in the community. Our St Bernadette's Excellence Wheel has been the vehicle to move our Excellence agenda forward.



At St Bernadette's we are committed to providing an education which enables every young person to have a positive relationship with:

- **Themselves** - A St Bernadette pupil is confident, independent and positive.
- **Others** - A St Bernadette pupil is respectful, supportive and fair.
- **Faith** - A St Bernadette pupil is active, loving and trusting.
- **Learning** - A St Bernadette pupil is committed, determined and enthusiastic.
- **Their future** - A St Bernadette pupil is ambitious, prepared and responsible.



Job Specification

Purpose

To provide a range of sports activities before and after school and at lunchtime. To support learning activities and the social/emotional development of children on an individual or group basis, under the general direction of the line manager.

Key Job Outcomes

1. Provision of Extra-curricular activities

- Create a detailed weekly plan of extra-curricular sports activities and clubs to engage students before and after-school and during lunchtimes.
- Work safely and encourage safe behaviour from the students, showing an awareness of health and safety regulations and guidelines.
- Manage and organise the distribution of equipment on a day-to-day basis
- Produce and implement a clear rolling strategy for a planned improvement / replacement programme within an agreed budget.
- Responsible for keeping the equipment storage cupboard organised

2. Support for children's learning

- Follow work plans approved by the teaching staff
- Provide direct support for the learning of individual children or groups of children, including those with special needs.
- Record and track pupil progress and update relevant systems accordingly
- Achieve defined progression targets in a child's individual education plan and in class plans which meets defined targets for accessing the curriculum as set by the line manager. This can be through:
 - * activities, interventions, empathetic and sympathetic listening, direct guidance and the provision of appropriate positive feedback to behaviour
 - * developing the physical, emotional and educational development of children
 - * supervising and encouraging safe behaviour of individual and groups
 - * analysis of achievement to develop reinforcement of structured learning habits

3. Care and support for children

Attend to the day to day needs of children, inside and outside the classroom, by:

- Supporting with the duty role in the schools ARC provision helping children to access learning and building relationships to support progress
- Providing personal, social, hygiene, welfare and behaviour support intervention to promote the progress of individual children in attaining defined goals
- Promoting effective pastoral care for individual children and groups, following defined procedures, and liaising with colleagues to create and retrieve accurate records to provide the basis for home/school liaison & contacts with other agencies
- Reporting concerns about progress, identifying solutions, to the teacher
- Assisting educational and therapeutic professionals in their delivery of specialist support programmes
- Carrying out specified medical care procedures following direct specific training by a qualified practitioner
- Supporting pupils reflection on their behaviour choices



Job Specification

Key Job Outcomes continued

- Ensuring that sports sessions are run safely
- Seeking advice and support from appropriate members of the staffing team on health and safety questions or concerns
- Assisting with the assessment by the teacher of individual children's development through observation, creation and retrieval of records, discussion with colleagues and teachers to promote the social, emotional and behavioural standards defined by school and LEA policies and procedures.
- Promoting the social, emotional and behavioural standards defined by school and LEA policies and procedures.
- Maintaining positive relationships with parents and carers, where appropriate

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.

General Accountabilities

- A. So far as reasonably practicable, the postholder must promote safe working practices by employees in school premises / work areas to maintain a safe working environment for employees and service users. These are defined in the Bristol City Council Corporate Health, Safety and Welfare policy, Departmental and school policies and codes of practice
- B. Work in compliance with the Codes of Conduct, Regulations and policies of the City Council, and its commitment to equal opportunities
- C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards

Other Specific Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other relevant duty at management discretion, not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.



Employee Specification

	Essential	Desirable	Advantageous
Knowledge & Experience	<ul style="list-style-type: none"> At least 2 years' experience of working effectively in a learning/ childcare setting organizing and providing enrichment/sports activities At least 2 years' experience of applying the regulations applicable to Health & Safety, Hygiene, Child Welfare & Protection Hold GCSE Grade C or above [or equivalent] in English & Maths, plus at least three other academic subjects or NVQ 3 in a relevant field Ability to be empathetic towards children. Good communication skills and ability to respond with appropriate language to build rapport with children and carers from a variety of ages, abilities and backgrounds. Good listening skills Good knowledge of IT <u>systems</u> and computer literate 	<ul style="list-style-type: none"> Understanding of how different children develop and learn and the experience to identify and apply appropriate processes to achieve progression Understanding of the role of the class teacher, the parent or carer and external agencies in developing and maintaining an effective learning environment Current first aid certificate 	<ul style="list-style-type: none"> Previous, varied experience of working with children in a range of educational settings (eg. Care, Development or School). Experience of working in a setting subject to Health & Safety, Hygiene, Child Welfare & Protection regulations Experience of effective supervision of the work of colleagues to achieve defined <u>outcomes</u>
Abilities & Aptitudes	<ul style="list-style-type: none"> Ability to develop a knowledge of the role within an education environment through achievement of NVQ level 3 in an appropriate field. Ability to work and support within a high-pressure environment A flexible and adaptable approach to changing situations, with a positive attitude To be able to take direction from different senior leaders who may not be your direct line manager Communication skills to promote and develop effective working with children, colleagues and carers/agencies at an appropriate level to achieve understanding and constructive response 	<ul style="list-style-type: none"> The ability to contribute effectively to the workload, planning, supervision and responsibilities of a team Ability to work on own initiative, including recognition of the appropriate level at which to refer issues elsewhere for effective resolution Proven communication and inter-personal skills evidenced by dealing with a diverse range of contacts about potentially complicated and/or sensitive issues. 	<ul style="list-style-type: none"> Ability to plan, review and carry out duties without supervision Ability to communicate in a language other than English



St Bernadette's is a community of faith



Our identity as a faith community is at the heart of all that we do. We are proud of our Catholic tradition and our partnerships with the Diocese of Clifton, our partner schools in the Aquinas Group and with St Brendan's Catholic College, which provides our Sixth Form. We celebrate each person's unique set of God-given talents and work hard to ensure pupils use them to the full. We were therefore delighted to be recognized as an outstanding Catholic school in our last Section 48 inspection.



Our faith is at the core of our daily life, our interactions with each other and our learning. As a school we come together as a faith community through assemblies, services and masses. We offer pupils opportunities for spiritual growth and development not only through Religious Education lessons but also through trips, retreats and school-based activities in our Chapel.

All curriculum areas within the school support and contribute to the faith life of the school. Each faculty has identified how it contributes to the mission of the school, as well as its contribution to Catholic Social Teaching.



Our pupils put their faith into action by helping others and each year raise thousands of pounds for a number of charities. Pupils are also involved in local community initiatives and we are always impressed by their generosity and energy in helping others.





St Bernadette's is a community of learning

St Bernadette's is an ambitious learning community. We want our pupils to make the most of every learning opportunity, have fun in their learning and be scholars. We work hard to provide the best we can for all pupils and we expect them to give of their best, work hard, behave well and take responsibility for their learning. Our pupils achieve well in examinations and make strong progress.

Our curriculum is broad and is designed to ensure that all pupils have the opportunity to achieve their maximum potential. We promote and value traditional subjects while also embracing new technologies.

Pupil groupings vary across subjects and year groups, giving maximum flexibility to accommodate each individual's needs. All pupils are set challenging targets and their progress towards them is closely monitored.

One of our key priorities is to develop pupils' learning through the promotion of scholarship. By promoting 12 aspects of scholarship through our lessons, the reward system and across school life in general, we are seeking to help pupils to become 'St Bernadette Scholars' who are increasingly successful at learning.

We are strongly committed to the growth and development of our staff. A well-established staff development programme is in place, focused on developing individual and collective excellence through expertise, collaboration and action research.



A St Bernadette scholar is					
QUALITIES		SKILLS		APTITUDES	
AMBITIOUS		PRESENTATION		PERSONAL RESPONSIBILITY	
COMMITTED		COMMUNICATION		PROBLEM SOLVING	
DETERMINED		REVISION		ENQUIRING	
ENTHUSIASTIC		ACADEMIC		INDEPENDENT LEARNER	
successful at learning					



School Improvement Priorities



The School Improvement Plan is the vehicle which outlines and drives forward our ambitions and plans for excellence in all that we do. It covers five key areas:

Mission

We work to build an active and vibrant Catholic faith community in which all belong, grow and celebrate our individual and collective identities.

Leadership

We nurture ambition and excellence thus providing a quality service based on secure self-awareness and robust plans.

Teaching

We work to improve the quality of teaching, learning and assessment by building expertise, collaboration and the development of individuals.

Behaviour , Attendance & Pupil Welfare

We raise the level of aspiration, achievement, engagement and contribution of all pupils to improve personal development, behaviour and welfare.

Achievement

We raise aspiration and improve standards of achievement and outcomes so that all can experience success and fulfilment.



Each key area has a Priority Improvement Plan (PIP) which identifies our longer term objectives and priorities, as well as being specific about our priorities for the coming academic year. The number of key priority areas is kept to a minimum to ensure clarity of focus while maintaining the progress made in previous years. Core leaders within the school maintain Team Improvement Plans (TIP) which reflect the priorities and progress of individual teams.

Strong school systems and rigorous self-evaluation support the developmental work of the school. Leaders at all levels own and drive school improvement priorities.



What do others say about St Bernadette's?

"A wonderfully stimulating Catholic environment"

Section 48



Listen to Ned, Year 7

<https://youtu.be/HvmXZJvglek>

"Relationships between teachers and pupils are very positive"

Ofsted

"St. Bernadette's remains an outstanding Catholic school and as indicated continues to grow, develop and flourish"

S48 monitoring



Listen to Bella, Year 7

<https://youtu.be/pFss4WKfSWA>

"I value the school's ability to meet the needs of children who as individuals possess different skills, attribute and ability, as well as interests. All were motivated to succeed and give their talent"

Parent

"Pupils are confident and comfortable in their lessons." They "respond well to instructions and are very obedient."

Ofsted

"A harmonious atmosphere pervades the school"

Ofsted

"All pupils benefit enormously from the vibrant Catholic life of the school"

Section 48

"There is a sustained culture of excellence"

External review



Listen to Kelly, Year 11

<https://youtu.be/KVWRAE3g8Ng>

"School leaders work together enthusiastically to ensure that pupils thrive and develop as confident and responsible future citizens."

Ofsted



How to apply

If, having read about our school, you would like to apply to be an Engagement Support Worker at St Bernadette's, please complete the application form and the recruitment monitoring and Rehabilitation of Offenders Act 1974 Disclosure Form.

Application forms can be downloaded from:

- the school [website](#)
- the CES [website](#)

Completed application forms can be emailed to:

recruitment@stberns.bristol.sch.uk

or posted to:

Mrs Nicky Fear

Business Manager

St Bernadette Catholic Secondary School

Fossedale Avenue,

Whitchurch,

Bristol

BS14 9LS

St Bernadette's is committed to safer recruitment practices and pre-employment checks will be undertaken before any appointment is confirmed.

St Bernadette's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post is subject to Disclosure and Barring Service disclosure.



St Bernadette Catholic Secondary School
Fossedale Avenue
Whitchurch
Bristol
BS14 9LS

0117 3772050
recruitment@stberns.bristol.sch.uk
www.stberns.bristol.sch.uk



Excellence in Faith & Learning