

SACRED HEART CATHOLIC PRIMARY SCHOOL

Family Support
Worker / Learning
Mentor
Application
Pack



Closing Date:
Friday 4th October - midday

Shortlisting Date:
Friday 4th October 2024

Interview Date:
w/c Monday 7th October 2024 (TBC)



Welcome to Sacred Heart

Thank you for considering Sacred Heart Catholic Primary School, Thornton. The Governors, staff and children at Sacred Heart Catholic Primary School are looking to appoint a Family Support Worker / Learning Mentor to join our team. At present, we have 208 children on roll aged between 4 and 11 within our School.

Our collective goal is to endow a lifelong love of learning in all our students following the life and teaching of Jesus Christ. We strive to develop the intellectual, emotional, physical and spiritual aspects of the child with the values of the Gospel underpinning all aspects of school life. The Family Support Worker and Learning Mentor is a key member of the staff team who makes a huge contribution to supporting and working with the young people and their families of our school.

You will have experience working with children in a Primary setting and must support the Catholic ethos of the school. Experience in SEN would be advantageous, but not essential.

More details of our school can be found at <https://www.sacredheart-primary.co.uk/>

Potential candidates are welcome to visit the school before submitting an application. Please contact the school office to arrange an appointment.

As an equal opportunities employer, we welcome applications from all sections of the community.

Previous applicants need not apply. We look forward to receiving your application.

Mr Paul Eaton
Headteacher



"Love one another
as I have loved you"

JOHN 15:12

CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Family Support Worker / Learning Mentor at Sacred Heart Catholic Primary School. Sacred Heart is part of the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT).

This is a fabulous opportunity for you to join us and work with a fantastic group of committed staff who believe strongly in education and working to improve the life chances of our children and young people.

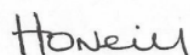
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of the children and young people can 'belong, engage and become' – and reach their full potential by realising their God-given talents.

The Trust works in partnership as one family of schools, whilst maintaining and celebrating the uniqueness of each individual school and the community it serves. We are a values-driven Trust. Our core values of Trust, Respect, Faith, Hope and Service are our hallmarks. These values underpin all of our relationships; between staff, pupils, families, our wider parishes and local communities.

In our Trust, we welcome people who share our vision and our absolute commitment to our pupils, our staff, our families, parishes and the wider communities we serve.

If you believe you have the knowledge, skills and experience to make a positive contribution then we would welcome an application from you.

Yours sincerely,



Helen O'Neill
Chief Executive Officer

Trust Schools



Christ the King
Catholic Academy



St Kentigern's
Catholic Primary
School



Holy Family Catholic
Primary School



St Mary's
Catholic Academy



Our Lady of the
Assumption Catholic
Primary School



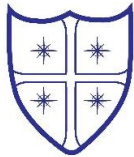
St Mary's Catholic
Primary School



Sacred Heart
Catholic Primary
School



St Teresa's Catholic
Primary School



St Cuthbert's
Catholic Academy



St William's Catholic
Primary School

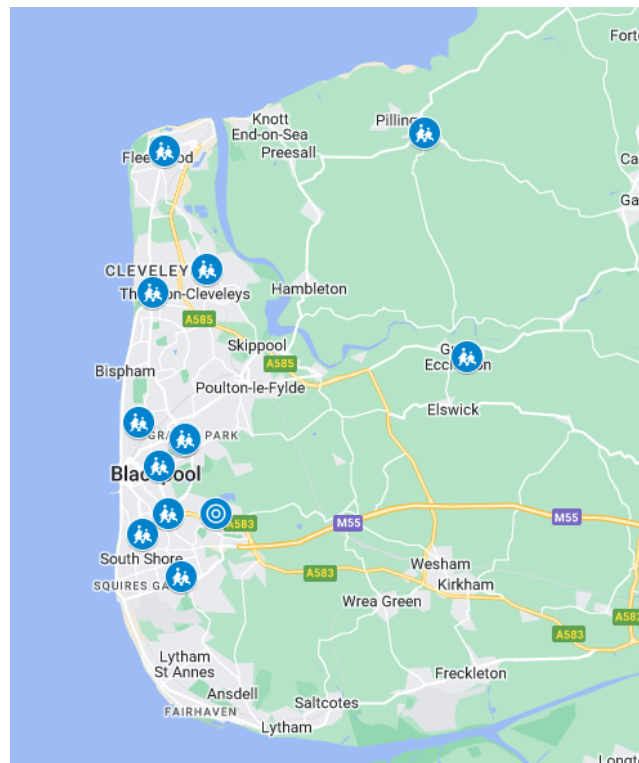
Care - Courtesy - Concern



St John Vianney
Catholic
Primary School



St Wulstan's &
St Edmund's Catholic
Primary School



How to apply

Prior to applying

If you are unclear about any aspect of the application process or you would like any additional information about the school or the role, please contact:

The school office

Tel: 01253 821392

Email: bursar@sacredheart-thornton.lancs.sch.uk

or

HR

Tel: 01253 446938

Email: recruitment@bebcmat.co.uk

Application process

Applicants must complete the CES application form.

Please use the personal statement section of the application form to provide evidence of how you fulfil each requirement listed on the job description and person specification.

Your application should be addressed to the Headteacher, Paul Eaton and can be submitted electronically to the Office Manager, Vicky Porter: bursar@sacredheart-thornton.lancs.sch.uk

We will acknowledge receipt of your application.

Closing date for applications: Friday 4th October - midday

Shortlisting date: Friday 4th October 2024

Interview date: w/c Monday 7th October 2024 (TBC)

Post Details:

Grade: E - NJC scale point range 12 - 17

Salary: £26,421.00 to £28,770.00 pro rata (pay award pending)

Contract: Fixed Term until 31st August 2025

Required: Tuesday 29th October 2024

Hours: 30 per week Monday to Friday (9am – 1:10pm Family Learning Mentor, 1:50pm – 3:30pm SEN/TA) including lunch time welfare duty

Weeks worked: Term time only

Job Description

Family Support Worker / Learning Mentor

Accountable to:

In the first instance the Deputy Head Teacher and through her to the Headteacher and school Governing Board.

The appointment is with The Blessed Edward Bamber Catholic Multi Academy Trust as the employer.

Sacred Heart Catholic Primary School is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteer to share this commitment.

This job description may be amended at any time following discussion between the Head Teacher and member of staff and will be reviewed annually.

1. Christian Ethos

To work with the Head Teacher and colleagues in creating, inspiring and embodying the Catholic ethos and culture of our School, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and children to achieve their highest potential:

- To perform, in accordance with any directions which may be reasonably be given by the Head Teacher, such particular duties as may be assigned;
- To support the Designated SafeGuard Leader as deputy and fulfil the role as outlined in KCSIE;
- To mentor one, or a group of pupils who require additional support to overcome barriers to learning;
- Liaise with teaching staff to assess and provide particular support to targeted pupils to raise achievement and enable them to overcome barriers to learning;
- Identify the needs and assess those pupils requiring extra support and support the development of individual action plans for targeted pupils;
- Work on a one-to-one or in small group work with targeted pupils to implement an action plan;
- Work with larger groups to deliver the PSHE curriculum;
- Work with parents/carers to help address poor performance/attendance/ behaviour;
- To keep parents/carers informed, develop relationships to secure positive family support;
- Monitor the implementation of plans, analyse and report on progress achieved, support the re-integration of pupils excluded from school or following an alternative timetable;
- Provide extra support to pupils through knowledge of a range of activities and opportunities available to them;
- Support the development of partnerships with external agencies/organisations to set up resources / initiatives to help address barriers to learning;
- Maintain accurate pupil records and prepare written reports and evaluations;
- Operate within set guidelines, responds to unexpected circumstances;
- Maintain confidentiality and adhere to safeguarding procedures.
- Develop a range of study support activities, such as homework clubs;
- Support the transition of pupils between phases;
- Supervise pupils excluded from class or those following alternative timetables;
- Contribute to the development of activities to encourage family involvement in the school.

Job Description

Family Support Worker / Learning Mentor

Professional Responsibilities

In a Catholic school, it is the responsibility of every member of staff to assist the Headteacher in the leadership of a faith community for whom Christ is the model:

- To contribute to a climate of mutual support, in which self-confidence and self-esteem can grow and to work as a member of the team;
- To be responsible for their professional development and to participate in the school's performance management system under the line management of the deputy headteacher;
- To participate in meetings with other staff to review curricular, pastoral and organisational and administrative matters relating to the school;
- To manage materials and equipment for learning to ensure minimal wastage, loss or damage;
- To provide a purposeful, safe, organised and tidy working environment that celebrates achievement and success.

Knowledge, Skills and Experience

- Level 3 National Qualifications or equivalent experience
- DSL qualification
- The ability to assess needs, developing action plans and supporting individual pupils needing assistance to overcome barriers to learning at school and home.

NJC GRADE E – SCP 12-17

Person Specification

Family Support Worker / Learning Mentor		
Requirements	Essential	Desirable
Qualifications, Training and Experience	<ul style="list-style-type: none"> Recognised qualification in childcare or education – NVQ level 3 or above. Evidence of appropriate professional development for the role Recent experience of working with children. 	<ul style="list-style-type: none"> School based experience Experience in SEN Social care experience Mental health qualification/CPD
Professional Knowledge and Understanding	<ul style="list-style-type: none"> High expectations for all young people and adults. Communicate effectively both verbally and in writing with young people and adults. Work in partnership with the leadership team. Lead by example and aim to inspire, motivate, and empower pupils, families and colleagues. Set priorities, agree and achieve ambitious goals and targets. Have a clear understanding of pupils’ educational development. Demonstrate effective use of teaching and learning strategies in use within the role. Demonstrate an understanding and application of the learning and needs of pupils in their care. Be efficient and organised. Knowledge of safeguarding procedures within school/academy. Effective strategies for maintaining and developing high standards of behaviour and attendance. Principles and practice of educational inclusion, diversity and access to services Know and understand the complex nature of families and the difficulties they might face to empathise and support them. 	
Interpersonal Skills and Personal Qualities	<ul style="list-style-type: none"> Effectively inspire learners and enable outstanding learning. Establish effective working relationships with staff, parents and the wider community. Work collaboratively with colleagues to improve own practice. Prioritise, plan, organise and manage time. Be committed to own personal development and training. Be curious, positive and resilient and show initiative in supporting school improvement. Act as a role model for pupils and other staff by setting high personal and professional standards. Deal sensitively with pupils and support them to resolve their conflicts. Have a passion to work at our school as part of the Blessed Edward Bamber Catholic Multi Academy Trust. 	
Professional Attributes	<ul style="list-style-type: none"> Excellent written and communication skills. Ability to demonstrate engagement and care of pupils. Fully ICT competent. Ability to deliver quality learning opportunities for pupils. 	
Other (including special requirements)	<ul style="list-style-type: none"> Commitment to safeguarding and protecting the welfare of children and young people. Commitment to equality and diversity. Commitment to Health and Safety. 	<ul style="list-style-type: none"> Designated Safeguarding Lead

Safeguarding Information

Introduction

The Blessed Edward Bamber Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children, including 'Keeping Children Safe in Education' guidance. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

Safer Recruitment

Job descriptions and person specifications make reference to safeguarding and child protection. All posts are subject to satisfactory completion of enhanced Disclosure and Barring Service certificate (DBS) checks. All advertisements include a safeguarding statement and commitment.

Application Stage

All applicants are scrutinised to verify identity and academic qualifications, Professional references are requested using our standard pro-forma for short-listed candidates. As a minimum, references should be from the two most recent employers and a Parish Priest if applicable. References are checked against previous employment history and gaps in employment. Professional references must be obtained from work email addresses. Our standard reference proforma makes reference to suitability to work with children and young people. The application form requires applicants to complete a disclosure of any criminal convictions.

Short listing

Only those candidates meeting the criteria outlined in the person specification will be short listed. All short-listed candidates will be subject to an online search as part of our safer recruitment due diligence.

Interview

Shortlisted candidates will take part in an interview and selection process. Candidates will be asked to address any discrepancies or gaps in their employment history. Candidates will be reminded of their responsibility to disclose any criminal convictions if they have not already done so. Proof of identity, qualifications and right to work in the UK must also be provided at interview.

Appointment

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts. Other pre-employment compliance checks will be carried out. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online searches, medical check, evidence of qualifications plus verification of the right to work in the UK. For teaching positions, barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

Probation

All new staff will be subject to the trust probation procedures for a period of 6 months. The probation period is to enable the assessment of an employee's suitability for the job and which includes a review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

Equal opportunities

BEBCMAT recognises the value of, and seeks to achieve a diverse workforce. BEBCMAT takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. The Trust is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

General Data Protection Regulation

BEBCMAT is committed to ensuring that the privacy of an individual is protected. By signing a contract of employment, the employee is agreeing to the Trust processing their personal data, including 'sensitive personal data' as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/or administrations, as well as complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to the Trust. A full list of these organisations is available on request from the CFO.

