

ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

Welfare Assistant Application Pack



Closing Date:
Friday 6th December 2024 – 3pm

Shortlisting Date:
Monday 9th December 2024

Interview Date:
Monday 16th December 2024



Welcome to St. Joseph's

At St Joseph's, part of the Blessed Edward Bamber Catholic Multi Academy Trust, we are committed to providing a nurturing, faith-filled environment where every child can grow academically, spiritually, and socially. As a Lunchtime Assistant, you will play a vital role in ensuring that our children enjoy a safe, welcoming, and positive lunchtime experience.

We are looking for a caring, dependable, and enthusiastic individual to join our team. In this role, you will help to supervise and support our pupils during lunchtime, ensuring they have a smooth and enjoyable break while upholding our values of respect, kindness, and community. You will work alongside a dedicated team of staff who are passionate about creating a warm, inclusive environment for both children and staff.

As part of the Blessed Edward Bamber Catholic Multi-Academy Trust, we offer opportunities for professional growth and development. While this role is a key part of our daily school life, there are also opportunities to learn and grow within the wider Trust community, including access to professional development resources through the National College and in-house training.

If you are looking to make a difference in the lives of young people and contribute to a positive school environment rooted in Catholic values, we would love to hear from you.

We look forward to receiving your application.



“Aspire not to have more, but to be more”

CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Welfare Assistant at St Joseph's Catholic Primary School. St Joseph's 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.

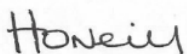
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of 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



Holy Family Catholic
Primary School,
Blackpool



Holy Family Catholic
Primary School,
Warton



Our Lady of the
Assumption
Catholic Primary
School



Sacred Heart
Catholic Primary
School



St Cuthbert's
Catholic Academy



St John Vianney
Catholic Primary
School



St Joseph's Catholic
Primary School



St Kentigern's
Catholic Primary
School



St Mary's Catholic
Academy, Blackpool



St Mary's Catholic
Primary School,
Great Eccleston



St Teresa's Catholic
Primary School



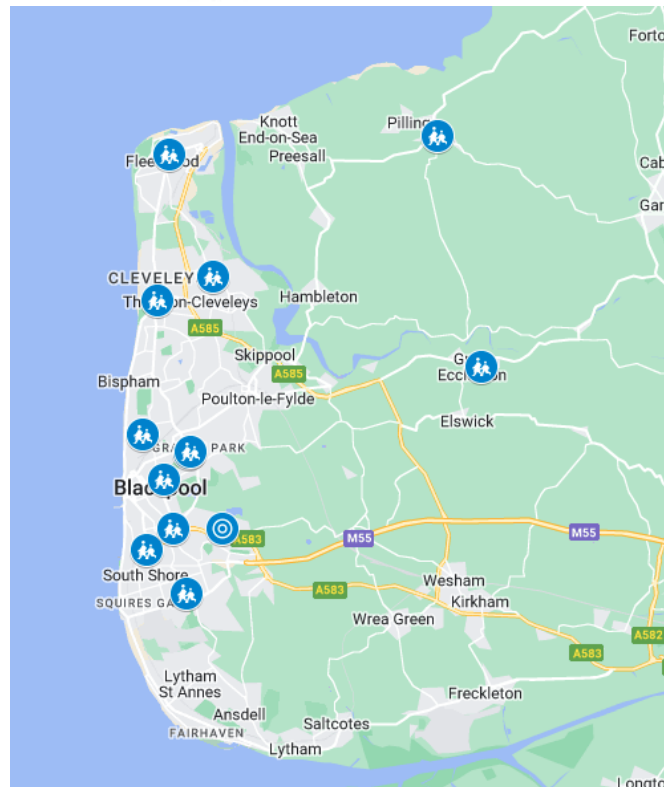
St William's Catholic
Primary School



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



The Willows Catholic
Primary School



How to apply

Prior to applying

If you are unclear about any aspect of the application process or would like any additional information about the school / role, or would like to arrange a visit to the school, please contact the school office:

Telephone - 01772 683009

or

Email - bursar@st-josephs-kirkham.lancs.sch.uk

Application process

Applicants must complete the CES application form.

Your application can be submitted electronically to: bursar@st-josephs-kirkham.lancs.sch.uk or can be returned to the school office.

We will acknowledge receipt of your application.

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Post Details:

Grade: Foundation Living Wage

Salary: £12.60 per hour

Contract: Fixed Term until 31st August 2025

Required: 6th January 2025

Hours: 6.66 per week, Term Time only

Job Description

Welfare Assistant

Main purpose:

To secure the safety, welfare and good conduct of pupils during the midday break period.

Duties of the role:

- To follow the School's Behaviour Policy.
- To establish positive relationships with pupils.
- Control the dinner queue.
- Supervise pupils eating their dinners.
- Prevent them from taking food outside the dining area.
- Control the behaviour of pupils while they eat their meals.
- Keep pupils out of classrooms when they should be outside.
- Check that groups of pupils do not hang around places that they should not (such as toilets).
- Supervise children at lunchtime play.
- Deal with accidents in the playground or dining area and report in line with school procedures.
- Keep young pupils occupied when they have to stay indoors.
- Control the behaviour of pupils in the playground.
- Discipline pupils who break the rules.
- Work co-operatively as part of the school team.
- Ensure children's safety is maintained at all times.

Note: In addition, other duties at no higher level of responsibility may be interchanged with/added to this list as required.

Person Specification

Welfare Assistant

<u>Requirements</u>	<u>Essential</u>	<u>Desirable</u>
Qualifications, Training and Experience	<ul style="list-style-type: none"> Working with children (own / family / friends or in a school setting). 	<ul style="list-style-type: none"> Recent experiences of working in a school. Recognised qualification in childcare or education – NVQ Level 1 or above. Recent welfare assistant experience within the primary phase.
Professional Knowledge and Understanding	<ul style="list-style-type: none"> Have high expectations for all young people and adults. Communicate effectively both verbally and in writing with young people and adults. Demonstrate an understanding and application of the learning and hygiene needs of pupils in their care during a lunchtime period. Be efficient and organised. Knowledge of safeguarding procedures within a school/academy. 	
Interpersonal Skills and Personal Qualities	<ul style="list-style-type: none"> Establish effective working relationships with staff and pupils. 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. 	
Professional Attributes	<ul style="list-style-type: none"> Basic written, electronic and verbal communications skills. Ability to demonstrate engagement and care of 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. Understanding and engagement with Keeping Children Safe in Education principles and guidance. 	

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.

