CHRIST THE KING CATHOLIC ACADEMY

ST CUTHBERT'S CATHOLIC ACADEMY

Care - Courtesy - Concern

Welfare Assistant Application Pack

Closing Date:

23rd August 2023 (midday)

Shortlisting Date:

25th August 2023

Interview Date:

Thursday 31st August or

Week commencing 5th September

Diocese of Lancaster Education Service
Euntes in mundum

Blessed Edward Bamber Catholic Multi Academy Trust

Welcome to Christ the King and St Cuthbert's Catholic Academies

Thank you very much for your interest in the post of Welfare Assistant at Christ the King and St Cuthbert's Catholic Academies. This post offers the opportunity to work as part of our welfare services provision in either school. You would join a well-established team on either site, to deliver quality lunchtime supervision helping pupils eat a balanced and healthy meal and enjoying their recreational time outside. The year group is yet to be decided. Skills in developing good and lasting relationships with young people are essential.

Christ the King and St Cuthbert's are two of eight schools that are part of the Blessed Edward Bamber Multi Academy Trust (BEBCMAT) and have a particularly close and unique relationship with each other (both schools are led by the same leadership team). The trust has expanded rapidly over the last nine months with four new primary schools joining our family in September 2022 and a further primary joining in January 2023. More details on phase two of our expansion can be found on: https://bebcmat.co.uk/trust-schools

I have been Executive Headteacher across the two school sites I serve for almost nine years and prior to that I was the substantive head at Christ the King. The leaders, staff, pupils and I have worked hard over this time to move our schools forward. Both schools are graded good by Ofsted (both inspections have taken place this academic year) and enjoy close links with St Mary's (Secondary and 6th Form). These three schools were the first schools to form the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT) at the start of the academy journey in 2014. Christ the King and St Mary's Catholic Academies are uniquely co-located on the same site, in new, or newly refurbished buildings, following a large capital programme. The parish church of Christ the King is also on the same site. St Cuthbert's is located in South Shore about three miles away on a large site including conference facilities and playspace. St Cuthbert's church is a short walk away from the school on Lytham Road.

Here is a brief overview of each of the two primary schools:

> Our goal at St Cuthbert's is to create, with our pupils, a loving Catholic learning community in which they are able to thrive and reach their potential, growing into confident, thoughtful and happy young people. This is the heart of our Catholic identity and is the basis of our children's spiritual and moral education. We encourage pupils to "choose life" in all that they do, to work hard, make the best of their talents and develop their appreciation of the gifts of others.
>
> The academy's capacity for sustained improvement in all areas is outstanding because of rigorous assessment and monitoring processes leading to clear, challenging targets and appropriate priorities. (Diocesan Inspection October 2018)
>
> "Pupils are well behaved around school and in lessons. They value the work their teachers do and feel very much part of a school family." (Ofsted Inspection July 2017) School was most recently inspected in March 2023.

Welcome to Christ the King and St Cuthbert's Catholic Academies

Our motto at Christ the King is: **"Believe, Belong, Become."** Staff embrace this vision for our pupils and school whole heartedly. We work hard to engage our pupils to believe in themselves, belong to our community in faith and strive to become the best that they can be. Pupils and staff at the school enjoy the benefits of a brand-new building offering high quality resources and outdoor spaces for our children to play and learn in. A unique addition to our site is our new parish church which is adjacent to our building but can be accessed from within school.

Children in early years are quick to settle and learn routines. Teachers have high expectations of what pupils, including those with special educational needs and/or disabilities (SEND), can achieve. Leaders have developed an ambitious curriculum that engages all pupils. Pupils achieve well. The school is well led and managed. Staff feel appreciated and there is a keen sense of teamwork. Teachers value the steps leaders have taken to prioritise their well-being and workload. (Ofsted Inspection December 2022)

"Christ the King is a welcoming, inclusive, friendly community with a strong ethos where everyone is valued and pupils and staff flourish……It is a harmonious school with a tangible Catholic ethos. (Diocesan Inspection June 2019)

The work we undertake here in Blackpool will always be challenging, but the co-operative and tireless approach of our two schools, growing together over the last few years, has been fundamental to our success. Both schools were some of the highest performing schools across the town, for their Key Stage Two results (2022), are above national averages.

We are quite rightly very proud of the work our governors, staff and pupils have done to achieve this, but are now eager to look to the next chapter in the life of the two schools, post pandemic during a cost of living crisis. There is, as always, much to do as we continue to be ambitious for all children to experience the very best teaching and achieve well.

Family life for many of our children and their families, is a struggle. Our mission across both schools is to strive towards providing a place that is filled with fun, laughter, enjoyment and discovery. We aim to remove as many barriers to learning as possible, to ensure our pupils achieve their full potential.

Visits to St Cuthbert's are warmly welcomed as it is rather difficult to sum up the joy of our school without physically being in it and meeting our staff and pupils, in the working day if possible. I also encourage you to take the time to look around or ring/email me with any questions, however small.

Yours sincerely,

S. Smith

Sarah Smith
Executive Headteacher

CEO Welcome

Dear Applicant,

Thank you for your interest in these roles at Christ the King and St. Cuthbert's Catholic Academies. Both academies are part of the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT).

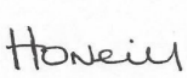
This is a fabulous opportunity for you to join us and work with a fantastic group of committed staff who believe strongly in education and working to improve the life chances of our children and young people.

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

Sacred Heart Catholic Primary School

St. Cuthbert's Catholic Academy

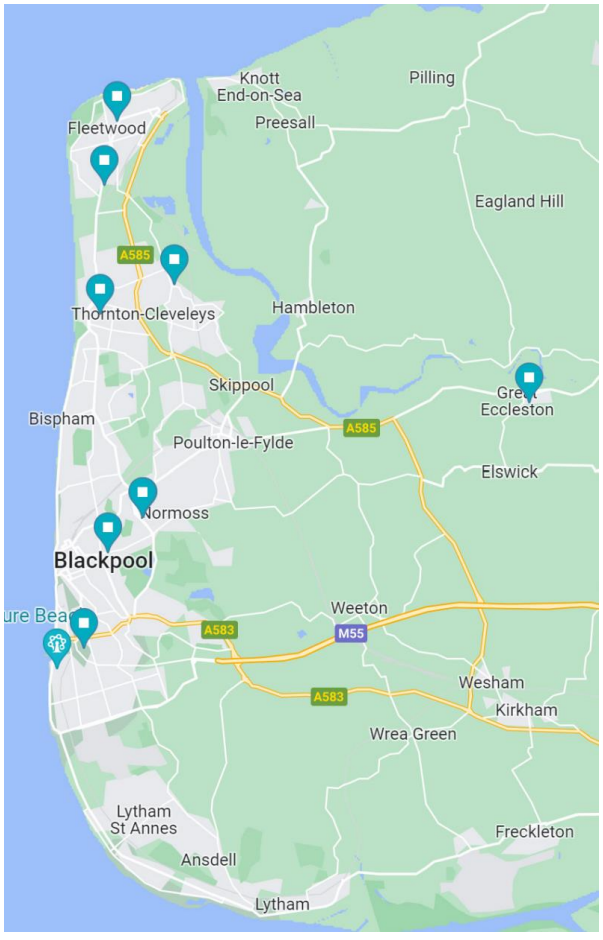
St. Kentigern's Catholic Primary School

St. Mary's Catholic Academy

St. Mary's Catholic Primary School

St. Teresa's Catholic Primary School

St. Wulstan's & St. Edmund's Catholic Academy



How to apply

Applicants must complete the CES application form.

Should you be interested in applying for one or more of these positions but unable to attend the interview date due to summer holidays, please contact Mrs Sarah Smith to discuss options: ssm@ctkacademy.co.uk

Your application should be addressed to the Executive Headteacher, Mrs. S. Smith and can be submitted electronically to **ssm@ctkacademy.co.uk**

We will acknowledge receipt of your application.

Closing date for applications: **Wednesday 23rd August 2023 at midday**

Shortlisting: **Friday 25th August 2023**

Interview dates: **Thursday 31st August or week commencing 5th September 2023**

Post Details:

Post Details: WelfareAssistant

Grade: B

Salary: NJC Scale point 3-4

Salary: £10.90 per hour in line with the Foundation Living wage

Contract: Permanent

Hours: 5 hours per week (one hour per day 12 noon until 1pm) – term time only

Start Date: September 2023

Job Description

Welfare Assistant

Purpose of the role (job statement)

To work as part of a team monitoring pupils' behaviour during the midday break.

Responsibilities

Key duties:

1. Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs;
2. Report incidents in line with school policy and inform parents and carers;
3. Communicate with pupils and encourage them to select and eat healthy balanced meals;
4. Clean up spillages of food or liquid during meal service;
5. Wipe down tables and clean dining areas between meals;
6. Carries out routine tasks;
7. Follows procedures and instructions;
8. Maintain confidentiality and adhere to safeguarding procedures;
9. Record safeguarding concerns using the school's electronic system of recording;
10. Attend to pupils' personal hygiene needs.

Individuals in this role may also:

1. Assist in the supervision of other activities during the midday break, including setting out and storing equipment;
2. Serve food as and when required;
3. Undertake similar work at other times, such as before and after school;
4. Demonstrate own duties to new or less experienced staff

Indicative knowledge, skills and experience

- Requires knowledge of school procedures for supervision of midday meals service and lunchtime activities.

APPOINTMENT OF WELFARE ASSISTANT PERSON SPECIFICATION/SELECTION CRITERIA

[A] QUALIFICATIONS, TRAINING AND EXPERIENCE

	Essential	Desirable
Working with children (own/family/friends or in a school setting)	✓	
Recent experience of working in a school		✓
Recognised qualification in childcare or education - NVQ Level 1 or above		✓

[B] PROFESSIONAL KNOWLEDGE AND UNDERSTANDING

Applicants should be able to demonstrate a good knowledge and understanding of the following areas relevant to the role within Christ the King Catholic Academy:

	Essential	Desirable
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	✓	

[C] INTERPERSONAL SKILLS AND PERSONAL QUALITIES

Applicants should be able to demonstrate from their experience and ability and desire to:

	Essential	Desirable
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	✓	
Have a passion to work at Christ the King Catholic Academy/St Cuthbert's Catholic Academy, part of the Blessed Edward Bamber Multi Academy Trust	✓	

[D] EXPERIENCE AND KNOWLEDGE OF THE WELFARE ASSISTANT ROLE

	Essential	Desirable
Recent welfare assistant experience within the primary phase		✓

[E] PROFESSIONAL ATTRIBUTES

	Essential	Desirable
Basic written, electronic and verbal communication skills	✓	
Ability to demonstrate engagement and care of pupils	✓	

[F] APPLICATIONS, CONFIDENTIAL REFERENCES AND REPORTS

	Essential	Desirable
Written reference(s) only	✓	
Letters should address the criteria identified in the person specification	✓	
Application forms should be completed in full	✓	
Letters should be clear and concise and no longer than ONE side of A4	✓	
Two supportive references confirming professional & personal knowledge, skills & abilities referred to above.	✓	
Positive and supportive faith reference		✓

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 tow 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.

Blessed Edward Bamber

Catholic Multi Academy Trust