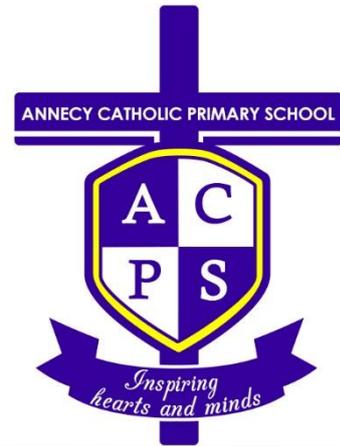
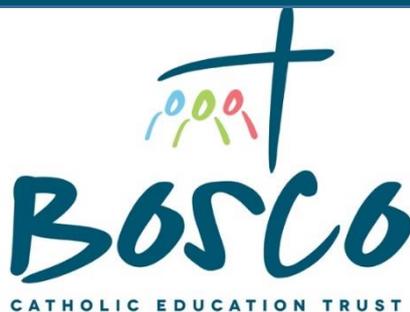


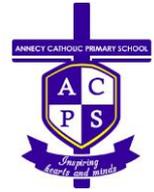
# Annecy

CATHOLIC PRIMARY SCHOOL



Clubs Assistant/Midday Meals  
Supervisor/Individual Needs Assistant  
RECRUITMENT PACK





## BOSCO CATHOLIC EDUCATION TRUST

St John Bosco, founded the Salesian Order in the 19<sup>th</sup> Century. He had a profound and compelling vision for education, reaching out to some of the most vulnerable, disaffected and uncared for children in Turin and surrounding areas. He provided them with faith, hope and love; giving them opportunities and a future that no one else had afforded them. Don Bosco spoke about the need for children to be 'known and loved'. The deanery schools chose Don Bosco as the patron of the multi-academy trust as it was felt he encapsulated all that we cherished in Catholic education, providing us with a model of leadership and education which would sustain and nourish us on the exciting journey ahead.

The Bosco Catholic Education Trust (BCET) opened in April 2017 with St Mary's and St Philip Howard Catholic School (SPH), Barnham. Annecy joined in February 2019 and St Joseph's in September 2020. SPH is an outstanding Catholic secondary school, a National Teaching School and has a proven track record of raising achievement through school to school partnerships. CEO of Bosco CET, Dave Carter, is a National Leader of Education and Headteacher of SPH.

As in other areas of the Diocese of Arundel & Brighton, Catholic schools are working collaboratively, cross-phase to develop an exciting vision for Catholic Education which is fit for the future. Within Sussex, there are 36 schools: 30 primary and 6 secondary. Over time it is anticipated that other schools within Sussex will join BCET, to help develop Catholic Education across the South Coast.



## APPOINTMENT OF SUPPORT STAFF (full-time)

N.O.R: 160  
Age Range: 4-11  
Post: Clubs Assistant/Midday Meals Supervisor/Individual Needs Assistant.  
Hours of work would be 8am – 5pm (Monday – Friday)  
Grade: Starting salary £9.43 per hour

The Governing Body of Annecy Catholic Primary School is looking to employ a passionate and enthusiastic individual to join our support staff. The appointed candidate will be someone who, through their passion, commitment and understanding, provides the best learning and play experiences for the children under their care so as to build on the school's successes and contribute to our continuing development.

We can offer:

- Children who are proud of their school and support each other with their learning through excellent behaviour.
- Staff who are curious about learning and enthusiastic and motivated to provide the most memorable learning experiences.
- A curriculum that celebrates inspirational women and individuals from different communities and cultures – giving every child the opportunity to see someone that looks like them being a success.
- An environment dedicated to the continued professional development of all the staff; providing them with training and coaching opportunities to develop their skills as a teacher.

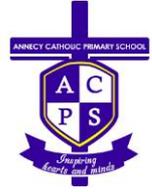
In return we expect commitment, dedication, and the ability to work flexibly as part of a small team.

The successful candidate will:

- Be willing to support and promote the Catholic ethos of our school
- Be an individual committed to high standards in all areas
- Recognise the uniqueness of each individual child
- Have a secure understanding of the current curriculum and assessment expectations
- Be an outstanding classroom practitioner
- Be innovative and flexible, yet rigorous with an eye for detail
- Have excellent organisational and time management skills
- Work as part of a team
- Be eager and confident to make your mark
- Be willing to contribute to the wider life of our school

For more information about our school, please visit the school website or our social media pages @AnnecyFamily.

Covid friendly informal visits to meet the Headteacher, Mr Paul Gallagher, and to view the school are strongly encouraged. Please telephone 01323894892 or email [office@annecy.org.uk](mailto:office@annecy.org.uk), to make an appointment.



## HOW TO APPLY

Please complete the CES application form and email to [office@annecy.org.uk](mailto:office@annecy.org.uk).

- Closing date: 20<sup>th</sup> June 2021
- Interviews: 23<sup>rd</sup> June 2021
- Starting date: September 2021

## **JOB DESCRIPTION: Individual Needs Assistant**

Responsible to the Headteacher, Assistant Headteacher, Class Teacher and Governors

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

### **Job purpose**

- To aid pupils to learn as effectively as possible both in group situations and on his/her own
- To contribute to raising standards of pupil attainment
- To play a full part in the life of the school community

### **Core requirements of the post**

- Clarifying and explaining instructions
- Ensuring the pupil(s) is able to use equipment and materials provided
- Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
- Assisting in weaker areas, e.g. speech and language, behaviour, reading, spelling, numeracy, handwriting/presentation etc
- Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
- Liaising with class teacher, SENCO and other professionals about education plans, contributing to the planning as appropriate
- Providing additional nurture to individuals when requested by the class teacher or Inclusion Manager
- Consistently and effectively implementing agreed behaviour management strategies
- Helping to make appropriate resources to support the pupil(s)
- Meeting pupils' physical needs while encouraging independence e.g. help pupils to change for PE lessons or swimming, clean and reassure pupils after accidental soiling of clothes, help with mobility around the school
- To set and maintain high expectations for good behaviour and discipline for the class and share and support general whole school maintenance of the behaviour policy
- To ensure Safeguarding and Health and Safety policies are observed
- To support and work within the Catholic ethos of the school
- To share pastoral responsibility for the pupils in the class and liaise with their parents
- To maintain good punctuality, record keeping, classroom organisation and communication

### **Other Professional Requirements**

- To identify clear teaching objectives for pupils specifying how they will be taught and assessed using the school's agreed format.
- To establish supportive relationships with the pupil(s) concerned.

- To determine the intervention strategies to be used to manage the behaviour of pupils with behavioural or emotional difficulties with the teacher.
- To promote the acceptance and inclusion of the pupil(s) with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner
- Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- To give positive encouragement, feedback and praise to reinforce and sustain the pupil(s) efforts and develop self-reliance and self-esteem.
- To mark pupils' work under the direction of the class teacher
- To support the pupil(s) in developing social skills both in and out of the classroom
- To support the use of ICT in learning activities
- To provide regular feedback on the pupil(s)' learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted
- Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development
- When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance
- To use the school's system for recording progress
- Where appropriate, to know and apply positive handling techniques
- To prepare work and activities in advance of the lesson (within employed hours)
- To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc
- Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
- To be aware of confidential issues linked to home/pupil/teacher/school
- To contribute towards reviews of pupil(s)' progress as appropriate
- To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
- To take part in training activities offered by the school and the county to further knowledge (within employed hours)
- To be willing to support playground/break time supervision e.g. educational games, homework clubs etc (within employed hours)
- To accompany teacher and pupils on educational visits
- To provide individual support, as required, during examination sessions
- To carry out the above duties in accordance with the Children's Services Department's Equal Opportunities Policy.

## **JOB DESCRIPTION: Midday Supervisory Assistant (MDSA)**

### Core requirements of the post

- To supervise pupils at lunchtime whether indoors or outside in accordance with the instructions of the Headteacher or Assistant Headteacher
- To provide positive and firm control by implementing the school discipline/behaviour policy. To encourage play activities.
- To deal with cases of unruly or unsocial behaviour by pupils where appropriate, or report the incident immediately to the headteacher or his/her nominated representative.
- To mop up and wipe spillage from the floor surfaces or meal tables, and ensure that the dining area is left in a tidy condition.
- To ensure that any injury or sickness of pupils is reported immediately to the First Aider or headteacher and the office. (Where appropriate, administer basic first aid and record all details in the first aid book.) To clean up after sickness of children.
- To check that no pupil remains in outside areas when afternoon lessons are about to begin.
- To carry out the above duties in accordance with the Children's Services Department's Equal Opportunities Policy.

## **JOB DESCRIPTION: Clubs Assistant**

### Core requirements of the post

- To provide safe, creative play opportunities, preparing activities, organising the programme etc.
- To provide full care for the children including delivering children to school, collecting children from school (where appropriate) and delivering them safely to their parents or carers. This may include providing breakfast or refreshments.
- To provide positive and firm control by implementing the school discipline/behaviour policy.
- To deal with cases of unruly or unsocial behaviour by pupils where appropriate, or report the incident immediately to the headteacher or club co-ordinator.
- To ensure that any injury or sickness of pupils is reported immediately to the First Aider or headteacher and the office. (Where appropriate, administer basic first aid and record all details in the first aid book.) To clean up after sickness of children
- To mop up and wipe spillage from the floor surfaces or meal tables, and ensure that the eating area is left in a tidy condition.
- To take part in the day to day administration, record keeping, ordering and purchasing materials and equipment.
- To liaise closely with parents, school representatives and other childcare and play related agencies
- To check that no pupil remains in outside areas when morning lessons are about to begin.
- To work within agreed policies including child protection, behaviour management, Health and Safety and equal opportunities
- To carry out the above duties in accordance with the Children's Services Authority Equal Opportunities Policy.

## PERSON SPECIFICATION:

	Essential	Desirable
<b>Key Skills &amp; Abilities</b>		
Ability to communicate effectively, orally and in writing, with all stakeholders, particularly with children, in accurate spoken and written English	✓	
Ability to consistently and effectively implement agreed behaviour management strategies	✓	
Ability to provide and facilitate safe, creative play	✓	
Ability to meet children's individual needs, including those with special educational needs	✓	
Ability to follow instructions or work on own initiative as necessary	✓	
Ability to establish positive relationships with pupils and empathise with their needs	✓	
Ability to demonstrate active listening skills	✓	
Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc.	✓	
Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupil to stay on task	✓	
Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes	✓	
Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skills	✓	
Ability to assist in the recording of lessons and assessment as required by the teacher	✓	
Ability to offer constructive feedback to pupils to reinforce self-esteem	✓	

<b>Education &amp; Qualifications</b>		
NVQ3 in a child-related subject or equivalent		✓
A good standard of education particularly in English and Mathematics	✓	
A current First Aid certificate or willingness to undertake training	✓	
<b>Knowledge</b>		
Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment	✓	
Knowledge of SEN Code of Practice		✓
Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils	✓	
An understanding of good quality childcare and of children's development	✓	
<b>Experience</b>		
Experience of supporting children in a classroom environment, including those with special educational needs	✓	
Experience of using technology to support pupils in the classroom	✓	
Experience of establishing positive relationships with children	✓	
<b>Personal Attributes</b>		
Fully supports and engages with the Catholic Values and ethos that permeate the school	✓	
Commitment to, and understanding of, equal opportunities	✓	
Commitment to partnership with the Headteacher, Governors, staff, parents and the wider community	✓	
Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge	✓	
Willingness to maintain confidentiality on all school matters	✓	