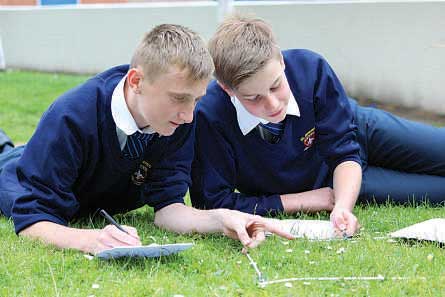
St. Joseph’s Catholic High School

*Business & Enterprise College*

*Living, Loving & Learning Through Christ*



Mid-day

Supervisor

St Joseph’s Catholic High School - serving the community

• Judged ‘Good’ in their recent Ofsted

• Improved GCSE results

• Improved A\* As

• Excellent Pastoral Care

Harrington Road, Workington CA14 3EE. 01900 873290

www.st-josephs.cumbria.sch.uk

19th September 2017

Dear Colleague,

Thank you for expressing an interest in the advertised post and I hope you find the details in our application pack informative.

St Joseph’s is a school recently judged “Good” by Ofsted. I arrived here last September and I have found St Joseph’s to be a school with positive relationships throughout. We are a happy school with students who are well mannered and welcoming. Our systems for behaviour and student support ensure that this remains the case and we work hard to maintain our standards of behaviour, dress and attendance. Pupils feel valued here, staff feel a sense of support and parents see us as a trustworthy partner in bringing their sons and daughters to their full potential.

We are a Catholic school which means that we have a Mission Statement based on our Catholic Faith. Our Mission Statement sets out our promise to parents and pupils. We endeavour to fulfil our Mission Statement through our lessons, through our celebrations, our worship and in all our day to day activities.  This Mission Statement is enclosed in your pack.

We value all our staff and never underestimate the contribution our support staff make to the school community. This post is a front line post and the successful applicant will be representing the school on a daily basis.

We face many challenges in school and we hope that this is a challenge which appeals to you and if it does, I would very much welcome your application.

Yours sincerely

Jacky Kennedy

Head teacher

**St Joseph’s Catholic High School**

Business & Enterprise College

Harrington Road, Workington, Cumbria CA14 3EE

Western Lake District, Cumbria

NOR 670 - 11-16.

MID DAY SUPERVISOR 5 hours per week 12.40 – 1.40pm Monday to Friday PCD 3 £1858.21 per annum - £8.45 per hour. Term time only.

Required from November 2017 at Midday Supervisor to work as part of a team supervising pupils over their lunchtimes. Candidates should enjoy working with young people, be able to command respect and have good interpersonal skills.

For application packs further information ring Julie Gaffney on 01900 873290 [email jw@st-josephs.cumbria.sch.uk](mailto:email%20%20%20%20jw@st-josephs.cumbria.sch.uk) , [www.st-josephs.cumbria.sch.uk](http://www.st-josephs.cumbria.sch.uk)

Closing date noon 6th October interviews W/c 13th October 2017.

**The school is committed to safe recruitment procedures. Applicants are subject to an enhanced DBS.** This is not an equal opportunities school.

We have a small team of midday Supervisors who work with our teaching staff to supervise the pupils over their lunchtime. The team work on rota covering different areas of the school and outside in our playgrounds. We also have the Astro turf open which is supervised by teaching staff. If you like working with young people and can be consistent in your approach to dealing with young people then you will enjoy this job You are required to work in the term times only and are paid for annual leave dependent upon your service with the County Council..

**ST JOSEPH’S CATHOLIC HIGH SCHOOL**

**BUSINESS & ENTERPRISE COLLEGE**

**JOB PROFILE**

# JOB DESCRIPTION – Midday Supervisor

# RESPONSIBLE TO – Business Manager

**JOB PURPOSE – Grade PCD1A**

Assisting the Senior Midday Supervisor/Headteacher in securing the safety and welfare of pupils during the midday break. This will involve effective supervision of pupils in and about the school.

# PRINCIPAL ACCOUNTABILITIES

# Supervision and control of pupils.

1. Taking responsibility for initiating appropriate strategies.

# MAIN DUTIES

1. Supervision and control of pupils, including:
2. Ensuring the supervision of pupils at appropriate times and organising the effective transfer of responsibilities for pupils’ welfare between midday supervisory staff and teachers
3. Ensuring that all minor problems and infringements of disciplinary rules are dealt with swiftly and effectively, reporting persistent unruly behaviour or more serious breaches of discipline to a senior member of the teaching staff by the process established in the School. Reporting any emergency or serious incident to the Headteacher or Deputy Headteacher immediately.
4. Dealing with minor accidents and securing first aid assistance for these and for serious incidents in accordance with the procedure established at the school.
5. Ensuring that health and safety practices and procedures affecting pupils are maintained during the midday break.
6. Assisting where necessary in ensuring that persons on the premises who are not pupils or staff are authorised and appropriately dealt with (in accordance with guidance issued from time to time).
7. Liaising with kitchen/dining room staff to ensure smooth meal service. Supervising and assisting pupils with their food where necessary. Supporting any school policies regarding meals provision. Where required, assisting with the collection of dinner money, issuing tokens etc. and/or the completion of records/registers of children dining.
8. Setting up and clearing away tables in the dining room if required

# 2. Child protection

* To have due regard for safeguarding and promoting the welfare of pupils and

to follow child protection procedures.

3. Promote Healthy Eating

* Actively promote the school meals service to pupils to increase awareness of

healthy eating and the uptake of healthy school meals.

**The School**

St Joseph’s Catholic High School is an improving school on all fronts and we believe we have

the potential to be an outstanding school. This appointment is critical in making this goal a reality. Our motivation is pure, we want to be the best school we can be, not to impress outside observers but in order to provide our learners with the very best ‘life chances’ possible. Our work comes at a formative stage in their personal development and working with them and for them is both a great responsibility and a privilege.

The school has grown considerably over the past decade. NOR have increased from 427 back in 1998 to 651 in 2011. We are oversubscribed and that trend is likely to continue. Presently the Governors are looking at how we may be able to respond to this situation.

Our finances are well managed and over recent years there has been significant investment in the school buildings which are now well resourced and of a good standard. We have plans to actively pursue funding for additional permanent teaching space.

This is a very exciting time for our school and although our numbers have increased we still retain a ‘close family feel’. As our Ofsted report stated, ‘behaviour is excellent’ and this allows staff to do their job without distraction. It also allows children to learn free from disruption.

Although the school is situated in an area of social and economic deprivation, the community is very strong and a great warmth exists. Our high expectations are now matched with the high aspirations most parents have.

**Business & Enterprise**

The successes the school has enjoyed over recent years led to a successful application for Specialist Schools Status and our school was designated as a Business & Enterprise College in September 2003. We were redesignated as part of our Ofsted Inspection in March 2009. We have consistently been a member of the Specialist Schools Trust ‘Value Added Club’ as well as the ‘Most improved Schools Club’.

The significant additional resources and change in curricular focus are leading all departments to address teaching and learning to develop competency as well as content. Our aim is to help children become better learners and raising the profile of ‘enterprise capabilities’ is one way of achieving this. The school also benefited from a capital project and this allowed us to build an Enterprise Centre which is used by pupils, adult learners and primary partners.

We see ourselves as the education hub for business and enterprise in the wider community, providing enhanced opportunities for lifelong learning. In so doing are a significant contributor to the social, economic regeneration of West Cumbria. We are working in collaboration, as the lead school, in the Enterprise Learning Partnership Project. This project is working on Enterprise Education from age 5 to 19. We continue to work with the feeder schools on Enterprise Education. In 2011 we gained the Excellent in Enterprise Education Award from the University of Warwick.

**Spirituality**

Education is about the completing of the whole person, helping a person to be more fitted for life and to have a greater appreciation of what life is. In view of this our endeavour to attain the very best academic and vocational results for each pupil goes hand in hand with passing on lasting values: values for living. We believe that it is in Jesus Christ, the Perfect Man that all human values find their fulfilment and unity.

This vision shapes the daily life of our school as a Christian community in the Catholic tradition. Through the pattern of daily prayer during assembly and tutor time, through the celebration of the liturgy, through works of charity, through a striving for justice in all we do, through our discipline and pastoral policies, through a curriculum permeated by Christian values and teachings presented in a unified way we strive to be a community in which the content of the life of faith is lived, shared and experienced.

In these ways, the meaning of life, as proclaimed in the Catholic faith, is explored and experienced by all those taking part in the life of the school, whether they are baptised Catholics or not, practising their faith in their own parish or not, or members of other faith communities or not.

For those with faith: we seek to strengthen and inform that faith, forming disciples. For those searching: we respectfully offer a vision of life which has sustained and inspired countless millions over two millennia. Just as it would be unjust not to provide skills for work so we see it as unjust not to offer the best we know of a vision to live by.

**Staff Development**

St Joseph’s is a people centred school that fosters individual growth and ownership of change. It creates greater individual responsibility and interdependency. Since learning is the essence of change, the continuous learning of each member of staff lies at the heart of a learning school. Staff development is the generator that powers the school and enables it to flourish in the changing environment.

The development of staff at St Joseph’s is a conscious and continuous process which is:

Directed by the school development plan.

Founded on principles of effective adult learning.

Integrated into the job.

Predominantly internally based.

Incorporates a wide range of learning modes.

Essential to the growth of the school.

Uses Managers as Coaches.

Driven by individual needs of individuals and the school.

Emphasises outcomes.

The development of staff is fostered through the Performance Management system which involves setting objectives, monitoring progress and reviewing achievements, learning opportunities and within a learning climate.

**Conditions of Service**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

These duties may be amended as necessary at the discretion of the Headteacher in light of the future development of the school.

The creation of a truly Christian environment in which the Gospel is lived and experienced by all members of its community, is the central aim of St Joseph’s. All applicants are expected to be supportive of this central aim.

**Features of West Cumbria**

The School is situated at the western fringe of the Lake District National Park.

Many staff choose to live locally and enjoy a rural lifestyle in towns such as Cockermouth, Keswick and the villages in West Cumbria.

Housing and rented accommodation are generally readily available at prices which are lower than urban and city locations.

The school exhibits all the advantages of a medium sized comprehensive school. Children are known by name by all, standards of discipline and the quality of staff pupil relationships is excellent.

Closing date for applications is 6th October 2017. Interviews will be held week commencing 13th October.

Applications should be addressed to the Headteacher at the school address which is:

**St Joseph’s Catholic High School**

**Business & Enterprise College**

**Harrington Road**

## **Workington**

Cumbria

**CA14 3EE**

