

# Applicant's Welcome Pack



## English Martyrs Catholic Primary School

[Application Pack](#)

# English Martyrs Catholic Primary School

## Application Pack



## Contents

1. Letter
2. Advert
3. Vision and School Aims
4. Mission Statement
5. What we offer you at English Martyrs
6. Job Description
7. Person Specification
8. The setting and context of English Martyrs
9. A summary of strengths of our school
10. Application Form
11. Safer Recruiting Additional Information Sheet
12. Application Comment Reply Slip

**DIOCESE OF ARUNDEL AND BRIGHTON**  
WEST SUSSEX COUNTY COUNCIL

**ENGLISH MARTYRS CATHOLIC PRIMARY  
SCHOOL**



Derwent Drive, Worthing, West Sussex BN12 6LA  
Tel 01903 502868 Fax 01903 503149

**Headteacher: Mrs Susan Harrison NPQH MA B Ed (Hons)**

May 2015

Dear Applicant

I hope you will come to visit our school; we are very proud of our children and our staff and hope that once you have visited you will want to join our team. Come and judge for yourselves, but we believe we are a welcoming and caring school, with well behaved, motivated children, supportive parents, involved Governors and wonderful staff. Could you be the one to support the teaching and learning of our children? Do you have good knowledge about how children learn? Do you have initiative? Are you proactive with excellent people skills? Do you set yourself high standards? Are you a positive and creative person? Do you have good rapport with children, and staff? If you feel that you fit the bill, please apply to join us.

We need a committed, outstanding person to enable us to give excellent provision for our children.

I am sure that if you visit us, you will want to join us. So come and see for yourselves.

I look forward to hearing from you.

Yours sincerely

Sue Harrison  
Headteacher



**English Martyrs Catholic Primary School**  
**Derwent Drive**  
**Worthing**  
**BN12 6LA**

**NOR 200**

**Learning Support Assistant for 22.5 hours per week, term time only**  
**Grade 3 point 11-13 £15207 - £15941 (pro rata) and**  
**Lunchtime Midday Meals Supervisor for 5 hours per week, term time only**  
**Grade 2 point 8-10 £ 13871 - £14338 (pro rata)**

Come and see where you could work; lovely children and great staff. We need an enthusiastic, calm person with a positive outlook for a very rewarding role.

**These are temporary positions starting from September 2015**

**Learning Support Assistant role:**

- To support a child in KS2 with a statement for Autism
- To work within the Inclusion team to support individuals and small groups with specific learning needs
- Liaise with parents

**Lunchtime Midday Meals Supervisor role:**

- To play with and organise children
- To maintain the safety of the children at all times
- To work within a team of staff

**The candidate:**

- Qualified and / or experienced Learning Support or Teaching Assistant
- The ability to support our Catholic ethos
- Desirable to have experience of working with children with a diagnosis of autism
- Essential to be able to demonstrate a clear knowledge and understanding of ASC / Autism
- Good team player who is passionate about children's learning
- To be flexible
- To have good organisational skills, be tidy and be able to use own initiative
- To be confident and willing to learn
- To lead and implement appropriate interventions
- Can form good relationships with children and adults
- Approachable with good communication skills

**In return:**

- On-going professional development, within highly successful Inclusion Team
- Highly motivated and well behaved children
- Friendly and supportive staff where teamwork is valued and creativity encouraged

At English Martyrs Catholic Primary School we are committed to safeguarding and promoting the welfare of our children; this post is subject to a successful CRB/DBS check.  
Please contact the office on 01903 502868 for further details or if you would like to visit our school.

**Closing date:** 03 / 06 / 15

**Interview date:** 10 / 06 / 15

Following the shortlisting process communication will only be made with the applicants invited for interview.

# ENGLISH MARTYRS CATHOLIC PRIMARY SCHOOL



## Our School

Our school revolves around our Vision, Aims and Mission. All our work should reflect these. This School Development Plan should have these as our basis for development and improvement. Therefore this is our starting point and ultimately what we hope to achieve.

## Our Vision

“A Learning Community in Christ”

## School Aims

**W**e want to help our children to reach a greater understanding of their Catholic faith

**E**ncourage respect, tolerance, understanding and courtesy towards others.

**L**et each child develop to their fullest potential spiritually, morally, academically, physically, creatively and socially in order that they make their own unique contribution to society.

**C**reate a climate of excellence, through our happy and stimulating environment, where children are challenged within a balanced and enriched curriculum.

**O**ffer and promote a learning community, where opportunities for all are equal, each child is valued and high expectations are made and celebrated.

**M**aintain a safe and nurturing culture in which each child grows in self-esteem, self-confidence and self-discipline.

**E**ncourage an understanding of and respect for the environment and communities locally, nationally and globally.

## **School Mission Statement**

To accept each

Individual

as they are

and to enable them to develop their full potential

within a Christ-centred, worshipping community

in a spirit of

love,

happiness

and

understanding



## **What do we offer you at English Martyrs?**

- Well behaved and well motivated children
- Very supportive staff at all levels, with very good team spirit
- Clear Induction into our school
- Professional development which is ongoing at all stages of your career
- A high level of highly qualified Teaching Assistant (TA) support
- High levels of lunchtime staff support (There are ten on duty each day)
- Very good ICT resources; ICT Suite for whole class teaching, whiteboard technology in each class with teacher laptop, a laptop trolley and two networked computers in each class and daily technician support
- Very good curriculum resources
- One block of release for PPA time
- Release time for subject leadership based on the School Development Plan priorities
- Efficient office staff who attend to typing, filing, stocktaking, ordering, photocopying and money collecting to enable you to spend more time teaching
- Very good Additional Needs support from a non-class based SENCO and a team of Learning Support Assistants
- Lovely school environment; with a dedicated PPA room, new staffroom, new offices, large classrooms all well decorated and presented
- Beautiful environment for learning with an outdoor learning zone for Foundation Stage and Key Stage 1, patio area for each class, two woods, an orchard, pond area, Trim Trail, Labyrinth, playground, large field and outdoor classroom
- Good road and rail links  
(Durrington Train Station is 10 minutes walk away. Easy access to London, Brighton and Chichester by train. 30 minutes to Brighton by car, 30 minutes to Chichester by car.)
- Generous relocation package available

# ENGLISH MARTYRS CATHOLIC PRIMARY SCHOOL



## JOB DESCRIPTION

### LEARNING SUPPORT ASSISTANT

#### **MAIN PURPOSE OF JOB**

To support and uphold the Catholic ethos of the school and to act as an appropriate role model at all times.

To actively support the practice of inclusive education throughout the school.

To assist the Inclusion Co-Ordinator in the organisation and delivery of the curriculum and general day to day operations of the school with relation to Additional Educational Needs.

To support teaching staff in the teaching and learning of pupils, the care and emotional support of pupils and the behaviour management of pupils in the school.

#### **DUTIES AND RESPONSIBILITIES**

##### **Support for the pupils**

- To supervise and assist small groups of children in activities as directed by the Inclusion Co-Ordinator and/or class teachers with special emphasis on Additional Educational Needs.
- To attend to the needs of individual children when asked to by the Inclusion Co-Ordinator and/or class teachers with special emphasis on Additional Educational Needs.
- To prepare resources and draw up short and medium term plans for specific groups of children with Additional Educational Needs.
- To support specific pupils in crisis situations as and when required.

### **Support for the teachers**

- To support the Inclusion Co-Ordinator and class teachers in the identification of pupils with Additional Educational Needs.
- To carry out routine observations, identification and diagnostic tests of pupils with Additional Educational Needs as requested by the Inclusion Co-ordinator.
- To support the Inclusion Co-Ordinator and class teachers with monitoring and recording pupil progress using existing classroom methods.
- To attend meetings relevant to individual children with identified Additional Educational Needs and to liaise and co-operate with outside support agencies when requested by the Inclusion Co-Ordinator.
- To attend relevant training and help devise suitable differentiated learning programmes for children with identified Additional Educational Needs.

### **Support for the school**

- To assist with the smooth running of the school by undertaking tasks relating to the organisation and maintenance of the shared resources and areas of the school.
- To work in areas of the school other than the allocated classroom environment to support the learning, emotional development or behaviour management of all pupils when required by the Inclusion Co-Ordinator.

### **Support for the curriculum**

- To attend staff meetings and INSET days as and when required.
- To participate in further training and development as and when required.
- To support the Inclusion Co-Ordinator in the training and professional development of Teaching Assistants in relation to Additional Educational Needs.

### **Other conditions**

- Working hours to be agreed by the Headteacher.
- Holidays to be taken in school holiday periods.
- Performance Management to be carried out annually in accordance with school policy.

This job description may be amended at any time after discussion with you, but in any event will be reviewed every two years.



## **Learning Support Assistant**

### **Person Specification**

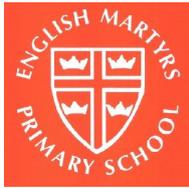
#### **Personal Qualities**

- Integrity and commitment to your school
- A positive outlook on life
- To like children
- A friendly and caring attitude to others
- An approachable manner
- A Team Player
- Organised and tidy
- To have good initiative and an ability to work on your own
- Able to think creatively to find solutions
- Self-confident and a willingness to learn
- A commitment to your own professional development
- Ability to support our school's strong Catholic ethos and have a respect for our faith community
- An understanding of the contribution of the school to the local community and Parish

#### **Must have Skills**

- Experience in a school supporting children with specific learning needs
- To have a knowledge and understanding of Dyslexia and ASC
- The ability to lead play
- The ability to talk with children in a positive and friendly manner
- Ability to work with colleagues and the commitment to work as a member of the school team
- Ability to establish and maintain good relationships with pupils
- Ability to communicate effectively with both staff and parents
- A philosophy of education which meets our Core Learning Values: Creativity, Collaboration and Independence
- A clear articulated understanding of how children learn
- To be a reflective practitioner who strives to develop their teaching and support to improve learning and have a strong commitment to raising pupil achievement

## The Setting and Context of



### English Martyrs Catholic Primary School

English Martyrs Catholic Primary School is situated in Worthing, which is the largest town in West Sussex (population 100,000 and continuing to grow). It is a town set between the sea and the South Downs. English Martyrs is in the Durrington area of Worthing between the parishes of English Martyrs Catholic Church and St. Michael's Catholic Church. This covers a wide area of Worthing from High Salvington on the foothills of the South Downs in the north to Goring on the coast in the south.

English Martyrs is a happy school where staff and children enjoy coming to school and where parents are proud to send their children. There is a real commitment to strengthening the school year by year. There is a genuine motivation to seek the best for our children and revisit our School Mission Statement and School Aims regularly to ensure that we keep our focus. Visitors, supply teachers and prospective parents often comment on the positive, calm and caring ethos of our school.

We try to live our Mission Statement through our inclusiveness. We have a wide mix of social backgrounds as our catchments cover a diverse range of electoral wards (13 wards in Worthing and the towns of Angmering, East Preston and Rustington). These range from affluent areas to areas of deprivation. We also have children who are considered to have English as an Additional Language or from ethnic backgrounds other than white European.

We admit pupils from non-Catholic backgrounds whose parents require a religious education and who promote an ethos in which spirituality is valued and promoted. At present 84% of our children are baptised Catholic children with 8.4% being children from other Christian faiths.

English Martyrs is a through primary school from reception to year six. Currently we have 210 children on roll within seven classes. At present we have 23% on our Special Educational Need's register and of those one has a Statement of Educational Need.

Parental status and support is good and improving. Many classes have started to build a regular list of parents, grandparents, neighbours and some parishioners who come in to read with children. Parents volunteer to go on school trips and residential trips in years 5 and 6. The Friends of School are well run and supportive.

Community links are good with our two parishes of English Martyrs and St Michael's. The parish priests visit weekly and come informally to see the children and also to say Mass, take assemblies and contribute to areas of teaching in the RE syllabus. Members of the parish and local neighbours are also invited to whole school productions and events such as the School fairs.

Our professional development record is excellent. We are proud that we promote professional development for all staff and are pleased of our recent record. Many of members of our leadership teams are now Headteacher's across West and East Sussex.

We like to encourage our vision statement through our work with students from other educational establishments. Therefore we work with Chatsmore and other secondary schools and sixth form colleges in the area to provide placements for work experience students, as well as placements for NVQ students from the Higher Education College and teaching students from Brighton, Chichester and other Universities.

The school has a strong team of Teaching Assistants, Learning Support Assistants, Learning Mentors, Lunchtime Supervisors, Office staff and Care-taking staff who are totally committed to the life and work of the school, as well as the education and personal development of the pupils.

We are looking forward to our continuing improvements over the next few years as we all strive to live our Vision Statement 'A Learning Community in Christ.'

# Summary of



## English Martyrs' Strengths

### Curriculum

- A commitment and belief by all staff to our Core Learning Values: Creativity, Collaboration and Independence
- A commitment to achieving children's work of real quality
- A stimulating, orderly and welcoming environment
- A commitment to increase our outside areas as a learning resource
- A commitment to high standards in teaching and learning
- High quality provision of SEN support and Gifted and Talented from Inclusion Leader and Learning Support Assistants
- Planned quality circle time across the school
- Good progress made across the primary school with very good value added scores
- A clear Whole School Curriculum Plan
- Continued development of school planning procedures
- A commitment to monitoring, assessment and school review
- Good provision of resources for curriculum which are well organised
- Good use of first-hand and real experiences to enhance learning
- Excellent IT resources and support
- Very good transition through the Key Stages

### Organisation and Management

- Good whole school procedures
- Our Behaviour Management Policy and the process of development
- Planned in-service training which incorporates all staff
- Established system of professional interview, monitoring and review for all staff
- Established meetings for professional development for teaching assistants, learning support assistants and lunchtime staff
- The whole school being aware of where we need to go to develop and all staff and governors being invited to contribute to the school's development and decision-making process
- Good hierarchy of rewards and sanctions
- Good transition between Foundation Stage and Key Stage 1
- A commitment to transition between Key Stage 2 and entering secondary school

## **Staff**

- Dedicated and caring staff
- Supportive, effective and efficient office staff who take the burden of photocopying and filing from the teachers
- Well trained and qualified teaching and support staff, with every class having a Teaching Assistant
- Teaching staff and Teaching Assistants who plan together
- Timetabled IT Technician
- Shared sense of teamwork
- Commitment to learning from each other (TAs and teachers)
- Dispersed leadership at all levels
- Sharing of ideas, subject knowledge and pedagogical expertise between staff at all stages of career
- Effective Project Teams who lead on whole school development

## **Community**

- Community spirit in the school and its relationship with the parishes
- Good relationships and communication between all school stakeholders (children, parents, staff, governors and parish)
- Parental presentations and information booklets
- End of Learning Unit Presentations to parents
- Parents seen as partners in the pupils' learning
- Involvement of the governing body in the life of the school
- Proactive governors' meetings
- Proactive Friends of School who are very supportive
- Liaison between Deanery schools
- Liaison between Durrington Family Group of schools and Worthing Group of schools
- Liaison between English Martyrs and Palatine Special School, with class links
- Liaison between our school and Chatsmore High School
- Extensive after-school activities available
- Family Learning opportunities in and after school time

## **Environment**

- Happy children in a warm loving climate
- Good opportunities for child voice: School Council, buddy system, circle time, idea boxes, interactive displays, interviews and questionnaires of their views, participation in school travel plan, counselling with school nurse, excellent class assemblies, end of Learning Unit presentations and productions
- Welcoming and attractive environment

- The Foundation Stage has had a significant amount spent on updating resources and improving the outdoor environment. The level of resources and equipment is now very good.
- Stimulating display and whole school environment
- Well organised and cared for environment
- Very good care-taking staff who take pride in their school
- Celebrations of our children's successes through displays from classes, charity money raised, photo album of our school in the local papers, big events, achievement book, achievement display, cloakroom award and lunch leaves
- Development of outside areas eg the wooded areas, orchard, pond and flowerbeds through parental help and the gardening club. This has helped to increase parental involvement and develop children's awareness of the school environment
- The development of the environment with the Trim Trail, outdoor classroom, all classrooms having an outdoor space and Foundation Stage and Key Stage 1 have a covered area.
- Well-behaved children. We have developed a good, positive and clear Behaviour Policy with Golden Rules established with whole school for the whole school



## **Application Comment Reply Slip**

As part of our self-evaluation we would like to know your honest view of our application pack and response to your request for an application pack. We hope you decide to apply for the position, however even if you don't we would still like your opinion.

- 1. Where did you see the advert or come to hear of this post?**
  
- 2. Which post were you interested in?**
  
- 3. What attracted you to this advert?**
  
- 4. Was your enquiry dealt with in a polite and effective manner?  
(Please expand if not)**  
  
Yes / No
  
- 5. Did you decide to apply for the post?**  
  
Yes / No
  
- 6. Why?**
  
- 7. What were the best parts of the application pack?**
  
- 8. Is there anything which we could do to improve our advert or application pack?**