



Recruitment Pack Learning Partner

A photograph of two young children, a girl and a boy, sitting on a green lawn. They are wearing brown school uniforms. The girl is on the left, and the boy is on the right. They are both looking down at colorful Easter eggs they are holding. In the background, there are many more colorful Easter eggs scattered on the grass.

**'Welcome to the Kent Catholic Schools'
Partnership'**

Knowledge-rich, skills led learning for all,
Christ at our heart,
Serving everyone in our community,
Partnership of love, ambition, joy and peace.

St Joseph's is a Catholic School to be proud of. We endeavour to promote the values of Christian faith throughout our daily life. Pupils receive a broad and balanced curriculum.

We constantly review and evaluate the achievements of the school. St Joseph's strives to achieve a good partnership between Governors, Staff, Parents and the Parish of Our Lady of the Assumption. We firmly believe that everyone can develop their talents and it is important to recognise success in all forms. St Joseph's has developed an excellent reputation based on the quality of education provided and its distinctive Catholic nature.

We provide a loving and caring community.

We are a single form entry school and this allows us to know all the children individually. We have Christ at the centre of everything we do, and everything we do is for the children. The staff are caring and committed to the children and as a team they make the school a happy, fun place to be where everyone knows they are loved and belong.



Application Guidance

Thank you for your interest in working at St Joseph's Catholic Primary School as part of the Kent Catholic Partnership. This Application Guidance has been developed to help you to complete your application. Please take a few minutes to read through the information before filling out the application form.

Your application will be your first point of contact with the school. The content of your application will determine whether or not you will be invited to interview, therefore it is essential that you complete it as fully as possible. We will not make any assumptions about your abilities and do not take into account any previous applications.

CVs are not acceptable in the place of a completed application form and all candidates are required to address the criteria on the person specification for the post. However, you may submit a CV in addition to your completed application form.

Personal Details

Enter fully and clearly your name, address and telephone number(s) so that you can be easily contacted in the event that you are shortlisted to attend an interview.

Employment

State clearly your current or most recent employer's name and address. Include details of the post held and (if applicable) reason for leaving.

Previous Employment

Enter names and addresses of all previous employers, starting with the most recent. You can also include work experience placements, holiday jobs or voluntary work in which you have developed skills relevant to the job you are applying for. It is very important that you complete this section in chronological order, and detail accurately any gaps between employment and other activities.

Education

Provide full details of your education at secondary level and above along with details of degrees/diplomas and any other qualifications, including those that you are currently studying for. Make sure you give all the information required, including levels and grades of any examinations taken. If a required qualification has been specified for the role, make sure you give all the information required and levels of any examinations taken. You will be expected to provide documentary evidence if you are invited for an interview.

Supporting Statement

This section is very important. It gives you the opportunity to detail why you feel you are the best person for the job and why you are applying, and is the key information that is used for shortlisting. Before completing this section refer to the Job Description and Person Specification for the role



Add short Focus on how your skills, knowledge and experience meet each role requirement, detailed in the person specification giving specific examples. In completing this section you may refer to both paid and voluntary work and your experience within any school or any relevant experience outside of education.

Referees

Provide the names, addresses and email addresses of two people who are willing and able to provide references in support of your application. One of these must be your current (or most recent) employer.

If you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children. Please note that family members, friends and relatives are not acceptable

Referees will be asked about past disciplinary actions or allegations excluding those that were deemed to be unfounded, unsubstantiated or malicious when assessing your application.

If you are subsequently made a conditional offer of employment, further information may be sought.

Eligibility to Work in the UK

If you are selected to attend for an interview you will be asked to provide documentary evidence of your right to work in the UK.

Declarations

If you are appointed, you will be required to complete a Disclosure and Barring Service (DBS) application. The DBS will provide a report to you confirming whether you have any history of criminal convictions, including cautions and

All posts in schools are exempt from the Rehabilitation of Offenders Act 1974; this means you must declare all convictions. The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.

We need to know if you have a close relationship with and/or are related to any employee, governor or anyone else connected to the school, in order to ensure a fair selection process.

If you have a disability please provide details of any adjustments that you will require if shortlisted for an interview. Any details you provide regarding a disability will be dealt with sensitively and will only be disclosed to staff involved in the selection process when it is considered appropriate and necessary



Application Guidance

Before submitting your application form ensure that you take time to read it through to check for any errors or omissions. You may find it useful to keep a copy of your submitted application form to refer to if you are short listed for the post you are applying for. Your completed application must be submitted before the specified closing date.

Safeguarding

It is an offence to apply for a job if you are banned from working with children. Please see our policy statement on the recruitment of ex-offenders St Joseph's Primary School is committed to recruiting with care and safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All posts are subject to a satisfactory DBS check. A copy of our policy on the recruitment of ex-offenders can be found here

A copy of the school safeguarding policy is available via this link [Safeguarding - St Joseph's Catholic Primary School, Northfleet \(st-josephs-northfleet.kent.sch.uk\)](https://www.st-josephs-northfleet.kent.sch.uk/safeguarding)

Shortlisted applicants will be asked to complete a criminal history declaration before interview.

Privacy

A copy of our privacy statement for job applicants can be found via this link <https://www.kcsp.org.uk/policies-privacy-notice>



Job Description

Grade	Kent Range 3
Responsible to	Headteacher and Senco

Core Purpose and Values

Value every individual for their unique personal worth and nurture all individuals to be the best they can be in the Light of God's Love, encouraging them to strive for excellence in every aspect of their lives.

Encourage every individual to be proud of who they are, of each other, their achievements and of their school.

Ensure that each individual makes the most of the opportunities and challenges given to them.

Provide a safe, caring, supportive environment for individuals to achieve.

Key Duties and Responsibilities

To work under the direction and guidance of the Classroom Teacher and the Senco to ensure every child makes good or out-

To liaise with the Senco and Classroom Teacher in order to maximise efficiency and effectiveness and positively contribute to

To work in close partnership with the Classroom Teacher to devise and deliver programmes of work for children including

To monitor and accurately record the progress of these programmes in conjunction with the Class Teacher

To support children in the classroom to achieve and sustain good progress in all areas of the curriculum

To set up learning areas that ensures the provision supports children's needs

Assist in the development of appropriate resources, schemes of work and teaching strategies

To support first aid and medical needs of the children within the classroom (training will be provided for more complex med-

To actively support and promote the positive wellbeing of every child.

To review and develop own professional practice.

To promote the inclusion and acceptance of all pupils

Assist the Headteacher, Senco and Class Teacher with emotional or behavioural problems and assist with the development

Maintain high standards of safety and observe good practice in relation to Health and Safety Policies.

Be aware and pro-actively observe all school policies.

Any other reasonable request as directed by the Headteacher, Inclusion Manager or Class Teacher



Other Responsibilities

Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy. Encourage pupils to take full responsibility for their own behaviour in order to maintain required standards of discipline and pupils' well-

Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc whilst creating and maintaining a purposeful, productive and safe working environment to ensure pupils learn-

Such other duties as the Senco, Class Teacher, or Headteacher may time to time require.

Skills & Knowledge

Sensitivity and understanding for building good relationships

Excellent verbal communication skills for motivating children to learn

Active listening skills to understand the children's needs

Patience and the ability to remain calm in stressful situations

To be flexible and open to change for working on different activities

To enjoy working with other people

The ability to teach pupils how to learn and achieve across the curriculum

The ability to create the best conditions for learning or teaching new things

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time with changing the level of responsibility associated with this post.



Kent
Catholic
Schools'
Partnership



'Academies in Christ'
Part of the Archdiocese of Southwark

HOW TO APPLY

Please apply via Kent Teach on the web. Other forms of application will not be accepted.

For further information about the school please do visit the school website.

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www.st-josephs-northfleet.kent.sch.uk