



St Polycarp's Catholic Primary School

We love. Learn, grow and flourish together



JOIN OUR TEAM
Recruitment Pack



Welcome

Message from our CEO



Dear Candidate,

Thank you for your interest in working at Xavier Catholic Education Trust (CET). My name is James Kibble and I have the privilege of serving as CEO, coordinating the work of our schools as **we collaborate to ensure that every child has access to a world-class education.**

At Xavier CET we provide the central services, including teacher training and professional development, so that leaders in our schools are free to focus on what matters most, creating exceptional educational experiences for all the children in our care.

Our Catholic faith is central to all that we do as it is the source of the values that inspire our work; you don't, however, have to be Catholic to work with us. All we ask is that people are committed to what we are trying to achieve; to help every child become the person they are called to be, live life to the full and play their part in making our world a better place in the future.

Working at Xavier is a great opportunity to join a happy and successful community of schools and education professionals. If you join us, we will be totally committed to supporting and developing you in your role and career development and in turn, you will enjoy all the opportunities and benefits that come from working in what we believe is a 'flagship' Catholic Education Trust.

Please visit our website www.xaviercet.org.uk to find out more about the Trust, our schools and our other services or contact us via info@xaviercet.org.uk for further information or to arrange a visit.

James Kibble

CEO - Xavier Catholic Education Trust



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Our Story

Growing Together Continuously

In 2016 we came together as a group of Catholic schools wanting to support each other to consistently deliver exceptional educational experiences for all the children in our care.

When deciding our name, we wanted something different, memorable and meaningful. Jesuit missionary, St Francis Xavier was a teacher and gave much of his time to teaching children, realising that they are the future. Despite encountering difficulties and resistance he never gave up. **Inspired by Saint Francis Xavier, we continue to go wherever we are needed and can help; we learn from and share our ethos and faith with all we work with.** As Teachers, Governors, Directors and Support Staff in the Xavier Catholic Education Trust we devote ourselves to serving the children and spreading the good news of the Gospel and like St Francis, we too will never give up in our mission.

We have since grown to include 17 schools - 14 primary and 3 secondary schools – and proudly continue to learn from and grow with every new school we welcome into our trust family. **To find out more about our schools please visit: <https://www.xaviercet.org.uk>**

Our Mission

What we aim to achieve

To provide an outstanding Catholic education for all the children in our schools and exceptional training for teachers at all stages of their career.

We will follow the example and teachings of Christ and everything we do will be inspired by gospel values. We will strive for excellence in all areas of our work and cherish every child and member of staff in our care.

We know we are succeeding when everyone in our care is better off because we are there.

Our Values

How we operate

Faith

Everything we do is rooted in faith and lived out through Gospel values

Hope

We are optimistic about the future and see the God-given potential in everyone

Love

We believe in the power of reconciliation and treat everyone with loving kindness

Service

We accept the mantle of leadership and recognise that our mission is to serve

Integrity

We work for the greater good, strive for justice and always try to do the right thing

Excellence

We are committed to challenging ourselves to offer first-class provision in all that we do

Our People

Join Us. Grow With Us. Flourish With Us.

Like any successful organisation, we rely on recruiting, developing and retaining the very best people to ensure that all that we do continues to be recognised as first-class by all those that we serve. The minimum requirement to work with us is to be energetic, enthusiastic, to have a “can-do” attitude and to be passionate about doing whatever it takes to ensure that the children and staff we serve get the best possible education.

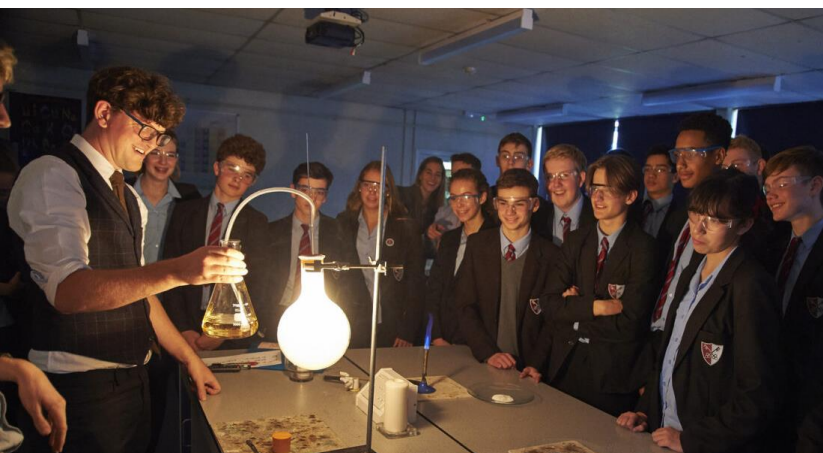
Beyond the passion required to join our team, you will also need to demonstrate the potential to be excellent at what you do and whilst you don’t have to be Catholic to work with us, you certainly have to be supportive of everything we stand for and aspire to.

If that sounds like you, please know that Xavier is a brilliant place to work. Our staff are our greatest asset; everything we achieve is down to their hard work and dedication, and we therefore ensure that they are very well looked after.



Testimonials

What our people say



"I wanted to work in a position I love and something I enjoy and know that I would wake up and go to work and come home having enjoyed my day and achieved something."

"Teaching for me is about having a passion for learning...having the passion, enthusiasm and energy needed to be a teacher."



"The NPQ program is a great opportunity to network with like-minded colleagues. It's provided me with a platform to discuss approaches to leadership and learn about my own style."

Why Work For Us

Staff Benefits

EMPLOYEE WELLBEING

- Inclusive welcoming culture
- Work life and family friendly policies
- Flexible working opportunities
- Green Car and Cycle-to-work Schemes
- Dental Insurance, My Gym Discounts, Health discounts

PENSION SCHEME

- Highly competitive Local Government Pension Scheme (Support Staff) and Teachers' Pension Scheme (Teachers)

TRAINING & DEVELOPMENT

- Senior and middle leadership skills programmes
- Comprehensive development programme for trainee teachers and ECT's
- Coaching culture to support teacher learning and development.
- Holistic approach to appraisal system, focused on your CPD and not just on measuring performance

TRUST-WIDE COLLABORATION

- Collaborate and share best-practice across our growing family of primary & secondary schools
- Trust-wide career development opportunities
- Work alongside Xavier Teach Southeast, and Teaching School Hub, an outstanding initial teacher training and ECT provider



St Polycarp's Catholic Primary School

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JOIN OUR TEAM

Job Specification





Welcome

Message from the Head



Dear Candidate,

St. Polycarp's Catholic Primary School is a two form entry school, serving a rich and diverse community. We are located in Farnham close to the town centre, train station and lots of green space! We have a well established reputation for providing excellent education and for developing a love of learning, creativity, independence and are ambitious for all..

We are a vibrant, happy community where the Gospel values form the basis of our ethos and teaching, helping children to face challenges with confidence and resilience. We celebrate that every child is unique and ensure that all children are valued. **The St. Polycarp's ethos is encapsulated in our vision: 'We love, learn, grow and flourish together'.**

We have amazing facilities which include a large tree lined playing field, a multi-use games area, two playgrounds, trim trails, two halls and IT suite.

At St. Polycarp's you will find a welcoming and friendly staff with a supportive, experienced and forward-thinking leadership team. We embrace new educational initiatives proven to have a positive impact on our children. To support class learning we have a dedicated music teacher and PE Coach who work across the school to deliver the PE and Music curriculum. We are proud of the children and they are eager to learn. We can offer career development and a commitment to supporting future leaders through personal development and training as part of the Xavier Trust. Applications are warmly welcomed from both Catholic and Non-Catholic applicants.

Mrs Paula Best - Headteacher



Job Specification

Learning Support Assistant

St Polycarp's Catholic Primary School is looking to appoint a dynamic and reliable Learning Support Assistant to joining our team to support children within the classroom and carry out lunchtime supervision.

Job Purpose

- To assist and individual teacher, or teachers, in delivering and evaluation programmes and adapting teaching materials to suit the particular requirements of specific pupils and groups which may include pupils with special needs.
- Using specialist training/experience provide a level of support for individual pupils/groups of pupils whose needs require support.
- To assist in meeting the pupils' need for encouragement, reassurance and comfort and attend to their personal requirements and physical care while encouraging independence at all times

Key Deliverables

- To provide specialised support /interventions for individuals or groups. This may include leading on a specific allocated intervention, under the supervision of senior staff.
- To care and respond to pupils' needs in routine, pre-agreed tasks (including routine medical needs).
- To carry out routine tasks to organise and maintain the learning environment.
- To support the wellbeing, behaviour and personal development of pupils.
- To fulfil safeguarding duties in accordance with school policy and current legislation.
- To promote the school's values and striving towards its Mission through compliance with the school's policies and practices.
- May carry out personal care routines as appropriate.
- May occasionally, provide support with whole class supervision for teachers' planned lessons.



Key Accountabilities

Analysis, Reporting and Documentation

- Maintain and submit records following relevant school policies & procedures.

Planning & Organising

- Plan and organise own work and/or intervention to meet given priorities.
- Assess the range and volume of work to be undertaken for the days or weeks ahead and plan to ensure it is completed to time and to an appropriate standard.
- Ensure materials and equipment are available as and when required.
- May be required to contribute with activity planning.

Work with others

- Respond to individual needs and/or answer simple queries politely and ask for assistance where necessary.
- Report any concerns, problems or incidents, e.g. safeguarding, behaviour in accordance with relevant reporting procedures.
- Liaise and work in partnership with key leads for other activities that may impact on own areas of responsibilities.
- Liaise with parents, visitors, and contractors in a courteous manner, to promote a positive image of the site.

Duties for all

Values: To uphold the Catholic values and behaviours of the School and Xavier Catholic Education Trust.

Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.

Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.. To have regard to and comply with safeguarding policy and procedure as appropriate.

The Core National Standards for Supporting Teaching & Learning: To understand and carry out role in line with agreed standards, expectations & qualifications. Contribute to and influence children's learning and personal development' should appear in all grades. To have regard to and comply with safeguarding policy and procedures.



Learning Support Assistant: Person Specification

- Able to demonstrate basic numeracy and literacy, eg, through GCSE qualification in English and Maths or equivalent, or able to evidence ability at an equivalent level.
- Able to work towards Vocational Qualifications Level 2 or have specialist skills in a relevant field.
- Working knowledge of relevant skill set, systems, equipment, processes and procedures.
- Competent in a range of IT tools.
- May be required to undertake manual handling and physically demanding work.
- Ability to apply relevant health and safety, equality and diversity, and other school policies and procedures.
- Ability to work with others to provide excellent care to pupils and support families.
- Ability to communicate clearly.
- Accuracy and ability to prioritise and organise own workload.

Job Details –Learning Support Assistant

- Permanent
- 26 hours and 55 minutes per week, 39 weeks per year (part time applicants will be considered as part of a job share)
- PS4 £15,402 (FTE £24,275)
- Core hours: 5 days per week 8.30am to 15.20pm

Job Details – Midday Supervisor

- Permanent
- 4 hours per week, 38 weeks per year
- PS1/2 £2,104 (FTE £22,599)
- Core hours: 4 days per week 12.15pm to 13.15pm



Start date: September 2024

Closing date for applications is Monday 8th July 2024 at 9am. Interviews to be confirmed. Early application is recommended as we reserve the right to interview and appoint at any time during the recruitment process.

This School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The Successful applicant will be required to undertake an enhanced check via the Disclosure and Barring Service.





How To Apply

Please apply by visiting our school website:

<https://www.stpolycarps.surrey.sch.uk/Vacancies/>

Alternatively you can visit our Xavier CET website and eteach portal via these links:

[Xavier Catholic Education Trust - Vacancies \(xaviercet.org.uk\)](https://www.xaviercet.org.uk/Vacancies/)

<https://www.eteach.com/careers/xaviercet-org>

You will be able to apply for any of our current job vacancies, as well as sign up for our Talent Pool, so that we may contact you about any suitable roles that arise in the future.

SAFEGUARDING: Xavier Catholic Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be made subject to an Enhanced Disclosure and Barring Service approval ('DBS') as part of our rigorous approach to safeguarding our children.

Safer Recruitment Policies

Please find the all the safer recruitment policies on the link below:

<https://www.eteach.com/careers/xaviercet-org>

EQUAL OPPORTUNITIES: Xavier Catholic Trust is committed to equality of opportunity for all colleagues, pupils and other stakeholders. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.





St Polycarp's Catholic Primary School

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