



St Ralph Sherwin
Catholic Multi Academy Trust



St John Houghton Catholic Voluntary Academy

Saint John Houghton Catholic Voluntary Academy
Abbot Road, Ilkeston, Derbyshire DE7 4HX

<http://www.st-johnhoughton.derbyshire.sch.uk/>



Application Pack

Midday Supervisor
St John Houghton Catholic Voluntary Academy
Ilkeston

Welcome



St Ralph Sherwin
Catholic Multi Academy Trust



Dear Applicant,

Thank you for expressing an interest in applying to work within the St Ralph Sherwin Catholic Multi-Academy Trust (CMAT). As CEO, I want to provide you with an introduction to our Trust and to give you a flavour of what working within our Trust would be like.

Firstly, you do not need to be a Catholic to work in our Trust. There are certain reserved positions, which require someone to be Catholic, i.e. CEO, Headteacher, Deputy Headteacher, Subject Leader/Head of RE and Lay Chaplain but other than that a respect for our ethos and a willingness to participate in what we do is all that is required.

Everybody who works within our Trust, in a school or central offices is in some way a teacher. Whether you are the headteacher, a classroom teacher, receptionist, cook, cleaner, caretaker, HR or Finance manager/assistant you have an impact on the children we serve. We are a family and building a community which supports and upholds our gospel values of tolerance, respect, compassion and love are central to our success going forward.

This is a hugely important time in the life of our Trust. As of 1st September 2018, we have brought together 25 schools from Derby City, Derbyshire, Staffordshire, Stockport and Nottinghamshire (of which 20 are primary and 5 are secondary) to work within the Trust.

As CEO of the Trust I understand the huge responsibility I have to ensure that every child and young person benefits from the establishment of this new Trust.

The St Ralph Sherwin Catholic Multi-Academy Trust has been formed to preserve, maintain and develop Catholic education in the areas served by its academies. We are committed to providing the highest quality of education for every child and young person we serve.

We have a vision for our Trust that goes beyond our individual academies and that changes our perceptions from *my* academy to *our* academy. Working together through the Trust, each academy will benefit educationally from the expertise within the Trust as a whole and practically from the services procured and provided centrally. By formalizing the links between secondary and primary schools we will provide a stable, challenging and consistent education through the phases to those pupils and families we serve. Our Trust will be a dynamic entity, which will grow and adapt with those who are working and learning within it. It will respond to the needs of its community while adhering to the Catholic principles upon which its member academies are founded.

We have been given a wonderful opportunity to shape the future of Catholic education for around 8,000 young people who attend our schools across the Trust.

Schools are special places where we get the chance to improve the lives of young people in a unique way. The best schools are places where we develop young minds; we must focus on growth not just in the brain but the growth of character, the development of the whole person.

I hope you are excited by this vision of what we want to achieve and if you feel you want to be part of this, I would encourage you to apply for this position within our Trust.

Yours sincerely

Sean McClafferty

CEO, Saint Ralph Sherwin Catholic Multi-Academy Trust

Headteacher's Letter

St John Houghton Catholic Voluntary Academy

Part of St Ralph Sherwin Catholic Multi Academy Trust

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Dear Applicant

Midday Supervisor

Required for immediate start

Thank you for your interest in the post of Midday Supervisor. As the Headteacher of Saint John Houghton Catholic Voluntary Academy I am looking for the right person to work with us in this important area. We have attached further information about the post, the Academy, and job description and person specification for your information.

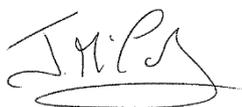
As you will see from the person specification we are looking for an enthusiastic and motivated person who has some experience of working with young people and who is able to work as part of a team.

We hope that having read through the information included, you will have a sense of our Academy community and feel inspired to apply for this post. If so, please complete and sign all the documents in the application pack and send these together with a short covering letter telling us why you consider you would be suitable for this position. We welcome and encourage visits from anyone considering working with us and would ask that you phone Mrs Helen Swindell our Office Manager to make an appointment if you do wish to visit.

Please return your completed application pack to the Academy, marked "Midday Supervisor" no later than 4pm on Monday 04 February 2019.

I look forward to hearing from you.

Yours sincerely



Mrs J McCarthy
Headteacher

About St John Houghton

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Midday Supervisor

Hours: 12.15 pm to 1.25 pm Monday to Friday. Term time only

Salary: £9.00 (Living Wage equivalent rate)

Contract: Permanent

Location: Saint John Houghton Catholic Voluntary Academy

Start Date: As soon as possible

The St Ralph Sherwin Catholic Multi Academy Trust are looking for a dedicated Midday Supervisor their busy team.

As a Midday Supervisor you will work as a member of a midday supervisor team of 6 staff to supervise students during the lunch hour and be responsible for ensuring appropriate pupil behaviour.

This role is ideal for someone who enjoys working as part of a team, has a flexible approach and enjoys working with both adults and children.

Duties and Responsibilities – Specific

To supervise students during the lunch period, in the dining hall, outdoor areas, classrooms and throughout the premises, ensuring the safety, welfare, physical and mental well-being of students and the maintenance of good order and discipline.

To liaise with the Senior Midday Supervisor, prior to the beginning of the lunch period and receive any instructions with regard to duties.

To monitor the behaviour of students, discouraging in a positive way any anti-social behaviour, to be alert to the signs of bullying, smoking and other potential hazards and to report any incidents to the Senior Midday Supervisor.

To ensure that all students who suffer any injury or accident are dealt with appropriately in accordance with the schools Health and Safety policy.

Before the start of lunchtime, to help arrange tables and chairs in the dining room, ensuring that the table tops are clean and ready for use.

To supervise students in the dining hall, wiping down tables where necessary, cleaning up spillages of food and drink and wiping and sanitising tables at the end of the lunch break.

To supervise and control students whilst they queue up for lunch ensuring calm, orderly conduct in accordance with the school's policies.

To supervise students and promote good behaviour both inside and outside where pupils congregate during lunch time.

To have due regard for safeguarding and promoting the welfare of children, following school protocols.

To take part in training appropriate to the job of Midday Supervisor.

To undertake any other duties consistent with the purpose of the job as directed by line manager.

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Uniform will be provided and all Midday Supervisors will be expected to comply with our dress code.

All staff at Saint John Houghton Catholic Voluntary Academy will be aware of and implement the Academy's policies as adopted by the Local Governing Body, in particular:

- o Discipline (Behaviour and Code of Conduct)
- o Safeguarding Children
- o Health and Safety

Successful applicants will be required to complete a Disclosure and Barring Service enhanced check, the cost of which will be met by the academy. Full pre-employment and medical checks will be carried out and any offer of employment will be subject to receipt of satisfactory references and checks.

Saint John Houghton Catholic Voluntary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

How to apply

For more information, an application pack and to apply please visit <https://srscmat.co.uk/vacancies> or email vacancies@srscmat.co.uk.

Closing date: Monday 04 February 2019 (4pm)

Interviews are scheduled to take place on Friday 08 February 2019

The St Ralph Sherwin Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.

Ref: SPH080119040219

Information for Applicants

How to apply

A job description and person specification are available for download.

If you wish to apply, please download, complete and email your application form and associated forms to vacancies@srsrmat.co.uk by the closing date.

Please ensure that your application contains the following:

- A clear indication of the post for which you are applying
- Email addresses for all your referees
- **NB Should you be shortlisted, references will be taken up prior to interview**
- The completed separate Rehabilitation of Offenders Disclosure Form
- The completed separate Recruitment Monitoring Form

All CVs must be accompanied by a fully completed application form.

Closing Date

Please ensure your application arrives before the closing date of **Monday 04 February 2019 at 4pm**. We are now monitoring our recruitment advertising and would be grateful if you could fill in this question on page two of the application form, stating where you first learned of this vacancy.

Interview

Interviews for the posts will take place on **Friday 08 February 2019**. Please assume that if you have not heard from me within two weeks of the closing date, that unfortunately on this occasion your application has not been successful.

School Visit

The school warmly encourages applicants to visit their school. Please contact the school office to arrange an appointment.

The Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. Should you be shortlisted, references will be taken up prior to interview. The appointment will be made subject to an enhanced DBS check and other pre-employment checks.

Information for Applicants

Saint Ralph Sherwin Catholic Multi-Academy Trust

On 1st September 2018, the Saint Ralph Sherwin Catholic Multi-Academy Trust brought all of the 25 Catholic schools located in Derby City, Derbyshire, Staffordshire and Stockport together in a partnership, to ensure the very best spiritual, social and academic experiences and outcomes for the young people in our schools. We will achieve this through working together to share what we do well and identify the areas where we can learn from each other. As a Catholic MAT, we will place the life, teachings and person of Jesus Christ at the centre of everything we do.

The Schools of the Saint Ralph Sherwin CMAT:

Primary Schools

St John Fisher Catholic Voluntary Academy, Derby
St Alban's Catholic Voluntary Academy, Derby
St George's Catholic Voluntary Academy, Derby
St Joseph's Catholic Primary School, Derby
St Mary's Catholic Primary School, Derby
Christ the King Catholic Voluntary Academy, Alfreton
St Elizabeth's Catholic Voluntary Academy, Belper
St Anne's Catholic Voluntary Academy, Buxton
All Saints & Saint Margaret's Catholic Voluntary Academies, Glossop

St Mary's Catholic Voluntary Academy, Glossop
St Charles's Catholic Voluntary Academy, Hadfield
St Thomas Catholic Voluntary Academy, Ilkeston
English Martyrs' Catholic Voluntary Academy, Long Eaton
St Joseph's Catholic Voluntary Academy, Matlock
St Mary's Catholic Voluntary Academy, New Mills
St Edward's Catholic Voluntary Academy, Swadlincote
The Priory Catholic Voluntary Academy, Eastwood
Holy Rosary Catholic Voluntary Academy, Burton

Secondary Schools

St Benedict Catholic Voluntary Academy
St Thomas More Catholic School
St Philip Howard Catholic School
St John Houghton Catholic Voluntary Academy
Blessed Robert Sutton Catholic Sports College



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