



# Application Pack

## Pastoral Support Assistant

### English Martyrs' Catholic School

Anstey Lane, Leicester, LE4 0FJ

0116 24248880 | [office@englishmartyrs.org](mailto:office@englishmartyrs.org)

**£21,720.34 to £22,777.76 Actual Salary (FTE £25,183 to £26,409) Band 3 (Points 6-9)**

Start Date: ASAP





Dear Applicant,

### **Pastoral Support Assistant – English Martyrs' Catholic School**

Thank you for your interest in the above position. English Martyrs' is a highly successful school of 1200 students aged 11-19. As our students will tell you, English Martyrs' is a wonderful school. We are proud of our strong academic tradition, our rich, broad and varied curriculum – in and out of class – and our students' outstanding achievements leading to university studies, modern apprenticeships and a wide range of careers.

In our recent Ofsted Inspection (report May 2023) it was stated "This is a school where leaders and staff want the best for their pupils. It is a genuine community with a caring ethos. The values of the school are woven through every aspect of the life of the school. Pupils take pride in the school and enjoy coming here".

We have the following employee benefits including professional development, membership of MCCT, Cycle to work scheme and Pension scheme.

As a founder member of the St Thomas Aquinas Catholic Multi-Academy Trust (CMAT), English Martyrs' benefits from a wide range of support from the CMAT central team including but not limited to School Improvement, Lay Chaplaincy, HR, Finance and Business Services. In addition, our staff enjoy membership of a wide range of CMAT networks offering support, development and career enhancement.

We are proud of our commitment and investment in staff development and the appointed people can expect an induction programme suited to their needs and continuing professional development as their career progresses including the opportunity to work collaboratively across our regional multi-academy trust. Please contact my PA Maureen O'Connor ([moconnor@englishmartyrs.org](mailto:moconnor@englishmartyrs.org)) to arrange a tour of the school. The deadline for applications is 9.00 am on 13th January 2025, and interviews are scheduled for shortly after this date.

Thank you again for your interest in this post. I wish you every success in your application. With best wishes

Mathew Calen  
Principal





# Vision

English Martyrs' as a community centred in Christ  
strives to develop the talents of each person.



***"May they all be one" John 17***

## School Prayer

*Lord Jesus Christ*

*Make me a better person*

*Considerate towards others*

*Honest with myself*

*Faithful to you*

*Help me to find my true vocation in life*

*And so to find happiness myself*

*And bring happiness to others*

*Amen.*

## Aims for students

English Martyrs' Catholic School works with students to:

- deepen their knowledge, understanding and love of God and his creation
- recognise and take up opportunities to see, find and develop God given gifts and talents
- develop an understanding of gospel values and how they might be applied
- develop independent, enquiring minds and an enjoyment of learning
- cultivate a sense of responsibility for and belief in themselves
- develop the whole person, spiritually, intellectually, morally and socially appreciate and contribute positively to the school and wider community

## Mission for the School

English Martyrs' Catholic School believes that each person will succeed through experiencing:

- a community based on gospel values, where each person has opportunities to explore their faith
- a stimulating learning environment where talents are fostered and students can achieve personal best standards
- an appropriate and challenging curriculum
- an environment where a person's needs, worth and qualities are appreciated
- a community which values links with home, school, parish and wider community
- professional, motivated and supportive staff who have high expectations of students opportunities for students to understand society and equip them with the skills to face the challenges they will meet

## Values Statement

We demonstrate commitment to work as a learning community by:

- showing love and respect for each person made in the image of God
- encouraging valuing and celebrating achievement



# Job Description

## Pastoral Support Assistant



### Introduction

At English Martyrs' Catholic School, we recognise that every child is created 'in the image of God' and we are fully committed to each child's personal, social, and spiritual development as well as his/her academic achievement. As a member of staff you will be committed to nurturing the whole person as well as their academic achievement. You will work closely with children, staff, parents, governors, and all other stakeholders, in a spirit of Christian commitment, love and forgiveness.

**Reporting to:** Pastoral Support Manager / Deputy Headteacher / Vice Principal

**Liasing with:** Pastoral Team / Senior Leadership Team and the wider school team

**Grade/Salary:** Band 3 (SCP 6 to 9)

**Hours of work:** 37 hours per week (39 Working Weeks Per Year)

### Main Purpose:

To provide quality care and education support promoting the physical, social emotional and cognitive development of each individual child to meet their needs.

### Duties & Responsibilities

#### Specific Responsibilities:

- Support our Heads of Year within school to provide first point of contact between parents' and school and liaising with colleagues and students.
- To assist in, and support senior staff in, the development of the key skills within the student support programme.
- To assist Heads of Year in removing barriers for students' achievement.
- To develop and maintain confident and sustained professional relationships with students, providing mentoring support to targeted students.
- To administer the school's attendance and behaviour systems, adhering to school policy and procedure to investigate unauthorised absences.
- To help young people access educational and vocational opportunities.
- To ensure records are appropriately accurate, detailed and confidential.
- To be first point of contact for parents and students when staff are teaching.
- Supporting the School's Positive Behaviour and Attendance policies including supervising isolation and detentions.
- To implement and promote the School's policies and procedures relating to all areas of employment and service delivery.

## Summary of responsibilities

- Supports colleagues dealing with problems as and when they arise e.g. supervising students, and communicating actions to the relevant staff when necessary.
- Liaises with Heads of Year, Head of Faculty, Teaching Staff, Learning Support Staff, Learning Mentors, Senior Staff, etc. as necessary.
- Liaises with parents of students, regarding their behaviour, support supervising breakfast/lunchtime clubs for targeted students.
- Provide clerical and administrative support in meetings and case conferences, e.g. with external agencies, Educational Welfare Officers, when planning/processing Pastoral Support Programmes or Personal Education Plans (PSP/PEP).
- Deals with all correspondence, preparation of standardised letters, other documentation and reports as required relating to student welfare, behaviour and general duties e.g. taking messages, making calls, arranging appointments, photocopying, filing, etc.
- Deals with queries or problems relating to students, e.g. by interviewing students involved in incidents, by telephone, in writing or by liaising with relevant school staff and parent/carers.
- Supports transition process for students e.g. when transferring from local primary schools or organising and participating in visits to education, employment and training providers.
- Maintains displays, student records, e.g. for latest strategies, guidance, incident logs, on-call logs, attendance records, etc.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

## General

- Be a positive influence on the climate and culture of the school and show a positive example at all times.
- Support the Catholic ethos of the school.
- Be aware of and comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and copyright, reporting all concerns to the Principal.
- Good general interpersonal, organisational and communication skills.
- A strong knowledge and understanding of safeguarding, health, safety and security, confidentiality, and data protection.
- Be aware of and support difference and ensure equal opportunities for all. · Contribute to the overall aims of the school.
- Appreciate and support the role of other professionals.

The St Thomas Aquinas 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, which will be requested, prior to interview, 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.



# Person Specification

## Pastoral Support Assistant



<b>Education &amp; Training</b>	<b>Essential</b>	<b>Desirable</b>
Level of numeracy and literacy sufficient to carry out the duties of the posts.	<b>A</b>	
Qualified to at least GCSE level or equivalent incl English and Mathematics to Grade C or above	<b>A</b>	
Commitment to ongoing professional development	<b>A</b>	
First Aid certificate		<b>A</b>
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working with young people in an educational environment	<b>A &amp; I</b>	
Experience of using IT systems (Word, Excel)	<b>A &amp; I</b>	
<b>Professional Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>
Good administration, time management and self-motivation skills	<b>A &amp; I</b>	
Willing and able to deal with people from a variety of backgrounds	<b>A &amp; I</b>	
Ability to work as part of a team	<b>A &amp; I</b>	
An understanding of how students learn and the potential barriers to learning	<b>A &amp; I</b>	
Ability to work to deadlines and ability to work on own initiative	<b>A &amp; I</b>	
Ability to respond calmly to emergencies	<b>A &amp; I</b>	
Willing and able to participate in further training for this post	<b>A &amp; I</b>	
Willing to take part in an ongoing process of personal development and review	<b>A &amp; I</b>	
Willing & able to deal with disruptive students, e.g. on truancy patrols, aggressive behaviour etc	<b>A &amp; I</b>	
<b>Safeguarding and Equality</b>	<b>Essential</b>	<b>Desirable</b>
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	<b>I</b>	
Must be able to recognise discrimination in its many forms and willing to put the School's equality policies into practice.	<b>I</b>	
Aware of equal opportunities in relation to this role	<b>I</b>	
Enhanced DBS & Online Check (Satisfactory)	<b>I</b>	
<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Able to manage own workload & prioritise and show initiative	<b>I</b>	
Willingness to support Catholic life in schools	<b>I</b>	
Emotional resilience	<b>I</b>	
Ability to self-evaluate and reflect	<b>I</b>	
Ability to be respectful and promote equality of opportunity and diversity	<b>I</b>	



## Additional Information

### Pastoral Support Assistant



Start date	ASAP
Salary	£21,720.34 to £22,777.76 Actual Salary (FTE £25,183 to £26,409) Band 3 (Points 6-9)
Contract	Permanent
Expenses	Work-related expenses will be paid per the relevant St Thomas Aquinas Catholic Multi-Academy Trust policies

*The St Thomas Aquinas Catholic Multi-Academy Trust Company 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 which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*

*The St Thomas Aquinas Catholic Multi-Academy Trust Company is committed to ensuring that the Trust complies with all legislative requirements on safeguarding and child protection and that the Trust actively promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.*



# Welcome to St Thomas Aquinas Catholic Multi-Academy Trust



We are a vibrant Trust of 23 schools – 19 primary and 4 secondary – serving young people, their families and parishes across Leicester, Leicestershire and Rutland. We are proud to work both with our fellow Catholic MATs across the Diocese of Nottingham, and a wide range of other schools and MATs across our city and county.

Our CMAT provides innovative ways for our schools to work together. Children benefit from the expertise of staff from across the schools, and they have increased opportunities to work with young people from other schools also. Training for our staff provides even greater quality in our classrooms, and better value for money means that more resources can be focused in those classrooms.

We are truly blessed to be a family of schools which, with Christ at the heart of all that we do, shares a common mission to prepare our young people for a wholesome, fulfilling, active life in the future. Our commitment to the parents is to care for, support and educate your child to the highest possible standards.







# Our Trust Vision and Values



## Our Vision

All of our young people tangibly benefit from a consistently outstanding Catholic education.

## Our Mission

With Christ at the centre of all that we do, we work collaboratively, openly and honestly to provide all young people within our Catholic MAT with a world-class education that enables them to be lifelong learners and fruitful contributors to our society.

## Our Goals

- **Rich Catholic life:** the formation of our young people will be based on the life and teachings of Christ. Our schools will be accepting and encouraging of people of all faiths and none.
- **Happy, safe and well:** the safety and well-being of our pupils and staff is of paramount importance in our CMAT
- **World-class education:** research-based practice will ensure educational excellence of the whole person from EYFS to Year 13.
- **Collaboration and trust:** staff, governors and directors will work together with parents/carers and parishes in a spirit of openness, honesty and ongoing development for the good of the young people in our care. We will also celebrate the distinctive nature of each of our schools.
- **Equality for all:** social justice and a strong desire for upward social mobility will underpin our work to remove all barriers to learning, progress and success. Every member of our community will be welcomed and valued; no one will be prejudged on their ethnicity, faith (or none), gender, sexuality or age.
- **Life-long learning:** our curricula will ensure that our young people are inspired and excited by learning, maintaining a thirst for education.
- **Staff development:** evidence-based, highly effective professional development at all levels will ensure both excellent progress and outcomes for our young people, and first-rate developmental career progression for all staff.

## Our values are at the heart of all we do

*"All that is true has its origin in the Spirit"*

### Christ-centred



We take our lead from the example & teachings of Christ

### Ambitious



We are driven to ensure the very best outcomes for all

### Together



We take decisions for the Common Good of all

### Restorative



We don't give up on our young people, always believing in them

### Joyful



We feel blessed to have been called to this vocation & we are a people of hope

# Trust Benefits

## Why work for us?

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### Access to First Class CPD Opportunities

The benefits of our Leicestershire and Rutland Teaching School Hub and Exemplary Leadership Programme which is based within our Trust. You could also lead CPD for the Hub, potentially as an Ambition Institute Visiting Fellow.

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### Opportunities for Career Progression

With 23 academies in our family and 84 academies across the Diocese, opportunities for career progression are a reality.

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### Employee Well-being

Well-being employees that focus on wellbeing, plus access to virtual GP, stress helplines, savings on gym & retail and much more.

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### Terms & Conditions

We have committed to following nationally agreed terms and conditions for pay, for both Teachers' and Support Staff.

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### Pension

As a teacher, you will automatically enrol into the Teachers' Pension Scheme. As Support Staff, you can opt-in to the Local Government Pensions Scheme – one of the most competitive on the market.

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### After / Before School Childcare

If you have children that attend before / after school at one of the 23 schools in our Trust, as employee you will be able to access this resource for free.



## Application Process How to Apply

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If you wish to apply for this post, please complete the Catholic Education Service Application Form via our website [www.aquinas-cmat.org/vacancies/](http://www.aquinas-cmat.org/vacancies/)

Please submit no later than **9.00am on 13th January 2025.**

**Interviews will be held shortly after this date.**

If you have any queries regarding this post, please do not hesitate to contact The Principal's PA, Mrs O'Connor: [moconnor@englishmartyrs.org](mailto:moconnor@englishmartyrs.org)

The successful applicant will:

- Have a proven track record in behaviour practices.
- Be passionate about ensuring that each pupil fulfils their unique potential.
- Constantly be looking ahead, working closely with the CMAT, Governors and the SLT to develop a compelling faith centred vision for the school that acts as the focus of all activity and drives improvement.
- Be able to create successful working relationships and work collaboratively with others to achieve success.
- Have the ability to drive themselves and others.
- Be able to respond and adapt effectively to changing circumstances, maintaining high levels of performance.
- Actively listen and effectively communicate to a wide range of audiences. Place safeguarding at the heart of the school.



## Working in the Diocese of Nottingham



Thank you for taking the time to find out more about the post at **English Martyrs' Catholic School**, in the Diocese of Nottingham.

The Diocese of Nottingham was established on 29 September 1850 covers a wide geographical area comprising the counties of Nottingham, Derby, Leicester, Lincoln and Rutland except the District of Bassetlaw, Nottinghamshire and the area around Chesterfield, Derbyshire which was given to create the Diocese of Hallam in 1980.

There are 84 maintained schools in the Diocese of Nottingham; 69 primary schools and 15 secondary schools. We serve around 30,000 children and young people. Each school is part of one of three Catholic Multi-Academy Trusts which were established on 1 September 2018.

Our Catholic Multi-Academy Trusts work in very close partnership with us at the Nottingham Roman Catholic Diocesan Education Service (NRCDES) particularly in terms of promoting the Catholic Life of our schools and providing a range of continuing professional development opportunities.

On behalf of Bishop Patrick McKinney, I would like to thank you once again for your interest in our schools. I do hope that you will consider applying for the post and I wish you every success.

### **Peter Giorgio**

Director of Education

[www.dioceseofnottingham.uk/education](http://www.dioceseofnottingham.uk/education)

Twitter: [@NottsDiocese](https://twitter.com/NottsDiocese)





## THANK YOU

For the interest you have shown in working with our trust  
For more details about our team and our schools you can visit:



[www.aquinas-cmat.org](http://www.aquinas-cmat.org)



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