



Sacred Heart
Catholic Academy



Proud to be part of

Pope Francis
Catholic Multi Academy Trust

Welcome to our Academy:
An Introduction for Candidates



Pope Francis
Catholic Multi Academy Trust

Enabling schools, aspiration
and faith to flourish by;

**Uplifting Hearts,
Inspiring Minds**



Welcome from the CEO



Dear Candidate,

Thank you for your interest in this post at Pope Francis Catholic Multi Academy Trust.

This is an exciting time to join Pope Francis Catholic Multi Academy Trust. Our CMAT is currently made up of St Edmund Arrowsmith Catholic Academy in Whiston, The Salesian Academy of St John Bosco in Bootle and Sacred Heart Catholic Academy in Crosby.

Each of these schools were judged at their last Ofsted to be Inadequate and are in Special Measures; there is a strong appetite to improve these schools and our clear and publicly stated aim is that we expect these schools to be Good at their next inspection. This is the main priority for our Trust and we are unwavering in the support we will give to our school leaders and staff to enable them to bring about the transformation.

Our Catholic Multi Academy Trust is the cornerstone of the Archdiocesan strategy to enable every school to become part of a multi academy trust in the near future. The Pope Francis CMAT will become the MAT for Sefton which will provide a strong platform for expansion.

The Trust is, therefore, at a crucial and exciting part in its development. We are absolutely passionate about tackling the issues our schools face head on and we are looking for a colleague to join our team of academies who shares our determination for excellence and relentless pursuit of this for the schools we serve.

We encourage visits to the school to tour the site and discuss this opportunity with our team. Please contact the school directly to arrange an appointment.

A handwritten signature in black ink that reads "Andrew Dawson". The signature is written in a cursive style with a large, stylized 'A' and 'D'.

Andrew Dawson
CEO Pope Francis CMAT

Enabling schools,
aspiration and faith to
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Welcome from the Chair



Dear Candidate

Many thanks for your interest in working for our academy. After the OFSTED Inadequate judgement in October 2021, the Liverpool Archdiocese and academy leaders reflected deeply on what needed to be done to improve the consistency and quality of outcomes for all pupils, academically and more widely. Sacred Heart Catholic Academy joined the Pope Francis Catholic Multi Trust on 1st of July 2022.

We are proud of our students who readily contribute to the life of the academy. Our community wants to enable everyone to realise their unique hopes and potential. At this key time in the college's journey, the Trust and governors are seeking an exceptional leader with a clear track record of raising academic and pastoral standards. They will manage the necessary change in a way that gains the respect and support of pupils, staff, parents, governors and the Pope Francis Trust.

At Sacred Heart Catholic Academy, we offer:

- A community with a strong Catholic ethos which welcomes and values everyone
- An inclusive community which is striving for the best
- Insightful and supportive governance
- Committed and caring staff
- Pleasant learning environment
- Competitive salary

Informal visits to the school are welcomed. To arrange these please contact the school directly to arrange an appointment.

If you think you could contribute to our mission to make the school good and ultimately outstanding, please make an application. I look forward to meeting you.

Yours sincerely,

(Mrs) C O'Leary

Chair of Sacred Heart Catholic Academy (Acting)



Welcome from the Headteacher



Dear Candidate,

We would like to express our appreciation for your interest in the post at Sacred Heart Catholic Academy.

We are currently going through an exciting phase of transformation after a setback in 2021 when we received an inadequate grading. However, we have joined the Pope Francis Trust, and with their support, we are investing heavily in our new leadership team to ensure that the school is rated as good or better at its next inspection.

Our vision for Sacred Heart is to provide an environment where all children can reach their full potential and become the best versions of themselves. We believe that this can be achieved by instilling Catholic values and creating a culture of mutual respect, aspiration, and achievement through a combination of structure, routine, hard work, and a sense of community.

As a successful candidate, you will join a school with a rich heritage and a strong sense of community spirit. We are confident that with the educational expertise and infrastructure of the Pope Francis Trust, Sacred Heart will become a centre of excellence in Catholic education in the years to come.

Thank you once again for your interest in our school, and we look forward to hearing from you soon

A handwritten signature in black ink, appearing to read 'Mark O'Hagan', with a horizontal line extending to the right.

Mark O'Hagan

Principal
Sacred Heart Catholic Academy





Sacred Heart
Catholic Academy



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Cover Supervisor

This is an exciting opportunity for those interested in a career in teaching to gain valuable experience before embarking on your study, for retired colleagues who are missing the classroom and for those looking to develop a career in this area, You will need the confidence necessary to cover classes across the subject range and in the absence of their usual teacher, to ensure students stay on track and achieve the best possible outcomes.

The role is 36 hours per week, TT plus 5 days (39 weeks) and salary is paid pro rata
£24,294 - £25,979 FTE; Actual Salary £20,361 - £21,773

If you are interested in applying for this role and would like to visit us please contact Mrs J Noon, PA to Headteachers, to arrange a mutually convenient time.

Applications must be made on the CES support staff application form, completed applications which must include all forms requested, should be returned by email to j.noon@shca.pfcmat.org

Deadline for applications: Friday 15th March 12 noon
Interviews w/c: 18th March 2024

Start date: to be agreed with applicant

Sacred Heart Catholic Academy

Teaching/Learning Support Assistants

Job Description



Salary: NJC Scale (pro rata)

Working Hours: 36 hrs per week, term time plus 5 days

Reporting to: SENDCO/Designated Senior Leader

JOB PURPOSE

To provide supervision for students in the absence of teachers and to provide support for teachers when not required for cover.

KEY DUTIES AND RESPONSIBILITIES

- To provide consistent classroom management, to facilitate and allow learning to take place in the absence of a classroom teacher.
- To create an orderly and purposeful environment in which students can complete work.
- To ensure that the work set is collected and prepared prior to the lesson.
- To provide feedback to the relevant teacher regarding the work completed and attitude and behaviour of students.
- To follow department and whole school systems for reporting and recording incidents and achievements of individuals and groups
- To support teaching and non-teaching colleagues in the classroom and around school
- To cover registration and form as required
- To undertake appropriate training and professional development.
- To understand and use the school policies and procedures.
- To invigilate internal and external examinations when required.
- To accompany educational visits and field trips.
- Once trained, to administer basic first aid as appropriate.
- Be aware of and comply with policies relating to child protection, health and safety, security, confidentiality and data protection, reporting concerns as appropriate
- To undertake any other duties commensurate with the grade and overall level of the position.
- To attend and participate in meetings as required
- Be aware of and comply with policies relating to child protection, health and safety, security, confidentiality and data protection, reporting concerns as appropriate
- Be aware of and support difference to help ensure everyone else has equal access to the facilities and feels valued, respecting their social, cultural, linguistic, religious and ethnic background

Note: To undertake any other duties and responsibilities as may be assigned from time to time which are commensurate with the grade of the post

PERSON SPECIFICATION

Post: Teaching /Learning Support Assistant

(E – Essential D – Desirable)

General Heading	Detail		Examples
Qualifications & Experience	Specific qualifications & experience	E E	Successful experience working with children in a school/early years environment Educated to NVQ Level 1/2/3 in learning support or equivalent qualification or other role associated qualification
	Knowledge of relevant policies and procedures	D D	First Aid trained Understanding of the School policies & procedures
	Literacy	E	Good reading and writing skills (National qualification Grade C or equivalent)
	Numeracy	E	Good numeracy skills (National qualification Grade C or equivalent)
	Technology	E	Effective use of ICT to support learning
Communication	Written	D	Ability to read, write and understand reports and instruction
	Verbal	E	Ability to communicate information clearly and coherently; ability to listen effectively
	Languages	E	Overcome communication barriers with children and adults
	Negotiating	D	Consult with children and their families and carers and other adults
Working with children	Behaviour Management	E	Understand and implement the school's behaviour management & anti-bullying policies;
	Expectations	E	Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work
		E	Have high expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements
	SEND	E	Ability to understand and support children with developmental difficulty or disability
		D	Ability to form and maintain a range of ASD friendly strategies
		E	Ability to form and maintain a range of Teaching and Learning strategies to support all learners, including those with SEND
	Curriculum	D	Good understanding of the school/national curriculum including expectations of English and Maths
		D	Experience of resource preparation to support learning programmes
	Child development	E	Good understanding of the general aspect of child development Ability to assess and monitor progress and performance
	Health & well being	E	Understand and support the importance of physical and emotional wellbeing

Working with others	Working with partners	E E	Ability to work effectively within a team environment, understanding classroom roles and responsibilities Understand the role of others working in and with the school Understand and value the role of parents and carers in supporting children
	Relationships	E	Ability to establish rapport and respectful and trusting relationships with children, other families and carers and other adults
	Team work	E	Ability to work effectively and positively with a range of adults knowing when to seek help and advice
	Information sharing	E E	Respect confidentiality, know when, how and with whom to share information Ability to follow instructions accurately
Responsibilities	Organisational skills	E	Good organisational skills Ability to remain calm under pressure
	Line management	D	Ability to support the work of volunteers
	Time management	E	Ability to manage own time effectively
	Problem solving	E	Demonstrate a positive, solution focused approach to resolve routine problems independently
General	Equalities	E	Awareness of and commitment to equality
	Health & safety	E	Basic understanding of health & safety
	Child protection	E E	Understand and implement child protection procedures Understand and implement procedures relating to the Physical Restraint policy and undertake related record keeping
	Confidentiality/data protection	E	Understand procedures and legislation relating to confidentiality and implement them
	CPD	E E E	Be prepared to develop and learn in the role Ability to improve practice through observations, evaluation and discussion with colleagues Be willing to undertake and maintain training in Positive Handling, i.e. Team Teach
	Performance Management	E	Participate in annual performance appraisal constructively and positively