



Recruitment Pack

Premises Assistant

St Margaret Ward Catholic Academy

Closing Date: Friday 13th May 2022 (noon)

Interviews: To be confirmed

A Message from the Senior Executive Leader

Dear Applicant

Thank you for your interest in the position of Premises Assistant at St Margaret Ward Catholic Academy which forms part of the Newman Catholic Collegiate in North Staffordshire. I am delighted to have this opportunity to introduce myself, to give some details about our Collegiate and to describe the kind of candidate we hope to seek to appoint to this position.

Our Collegiate currently consists of nine Catholic academies, eight primary and one secondary:

- St Margaret Ward Catholic Academy (Secondary)
- Our Lady & St Benedict Catholic Academy
- St John the Evangelist Catholic Academy
- St George & St Martin's Catholic Academy
- St Joseph's Catholic Academy
- St Mary's Catholic Academy
- Our Lady of Grace Catholic Academy
- St Wilfrid's Catholic Academy
- St Peter's Catholic Academy

As a Catholic group of academies, the basis of our mission is to value and respect every person as an individual made in the image of Christ.

We are ambitious and seek to secure the very best outcomes for all our learners, developing pathways from Early Years to Post 16 and beyond. Our Catholic ethos is based around nurture and the ambition to drive outstanding achievement – this applies both to our students and our staff who strive to live their lives in the values of our Faith. Through excellent and effective professional development and an extensive pastoral programme, we aim to create an environment which enables staff to enhance their practice and develop professionally.

Parents and stakeholders in our Catholic communities are at the heart of our learning partnerships. Our Directors and Governors are both supportive and challenging and all our staff are committed and dedicated to providing the highest standards of education for all of the children and young people in our academies.

We are looking for a dedicated and enthusiastic professional to join our highly skilled staff and to join us in delivering outstanding educational experiences to all the young people.

I look forward to receiving your application and meeting you soon.

Yours faithfully,



Ian Beardmore
Senior Executive Leader

Vision

The Newman Catholic Collegiate is a partnership of nine Catholic academies in North Staffordshire, part of the Archdiocese of Birmingham, under the patronage of Saint John Henry Newman.

Our priority is to help students to know Jesus Christ, his mission and his Gospel, which informs our way of living.

We commit to working together so that each academy, respecting its own unique character, will offer outstanding Catholic education. Our shared vision of life respects the uniqueness of all students, supports their families, engages them in contributing to their communities, and offers them unconditional love, so that they may achieve their potential and live life in its fullness.

To achieve this, across our academies, we will know one another, offering one other encouragement and active support.

Our vision for the Collegiate is summed up in the words **“Growing together for life”**.

Our Aims

The main aims of the Collegiate are summarised below:

- To provide an education rooted in the Catholic faith, bringing Christ into the lives of all pupils;
- To raise the standards of educational achievement of all pupils;
- To provide support and challenge to all academies across the Collegiate;
- To monitor and evaluate data presented by academies and review the impact of support upon pupil progress;
- To conduct business in accordance with the highest standards of integrity, probity, and openness;
- To comply with the Academies Financial Handbook;
- To oversee the financial performance of the Multi-Academy Company and make sure the money is well spent;
- To comply with all appropriate statutory and curriculum requirements;
- To ensure that the Multi-Academy Company and all its academies are conducted in accordance with its governing body documents, which include:
 1. Canon Law
 2. The Curriculum Directory and Bishops’ statements on Religious Education
 3. Diocesan Trust Deed
 4. Articles of Association
 5. Scheme of Delegation

Our Academies



St Margaret Ward Catholic Academy

Our aim is to provide children, from all abilities and backgrounds, with the best possible opportunities for success. We aspire for all students to succeed through excellent teaching, uncompromising standards of behaviour and persistent unconditional care. Through the inspiration we find in the words and example of our three patrons, St Margaret Ward, Saint John Henry Newman and St John Baptiste De La Salle we aspire to provide an education that produces responsible, compassionate, tolerant, courageous, and non-judgmental young people who live their lives with integrity.

As an Associate Lasallian school, the five core values of a Lasallian education are central to us; Faith in the Presence of God, Respect for all persons, Quality education, Inclusive community and Concern for the poor and social justice. Inspired by these words of John Baptiste De la Salle; 'Teaching minds, touching hearts, transforming lives', we have developed a challenging knowledge centered academic 'Teaching minds' curriculum and a thorough 'Touching Hearts' curriculum that supports the holist formation of each child in order to transform lives. Our mission therefore, is to educate their mind and heart and deliver an education for all our young people which will provide them with a broad range of choices and opportunities in the future. We proudly celebrate the high standards our students achieve in examination results, in the arts and in sport.



Our Lady & St Benedict Catholic Academy

Our academy provides opportunities for every member of our community to strengthen their spiritual relationship, belief and faith in Christ and one another. Through daily prayer, worship and liturgy we learn to live with one another based upon the teachings of the Gospel Values. We believe that every person matters and that they are entitled to equality of opportunity. Each individual's unique God-given talents are nurtured and celebrated and through an excellent Catholic education, each member will achieve their full potential and come ever closer to understanding their vocation.

We are committed to sharing a strong, loyal and supportive partnership between children, parents, governors, staff, parish and community where the teaching of Christ and the Church are used as our guide to ever strengthen our relationship and service to one another. We provide an environment in which our children understand they are made in the image and likeness of God and they develop self-discipline, respect and care for all, through their words, actions and thoughts.

Through the teachings of Christ and the example of our patrons; Our Lady and St Benedict, we encourage all our children to act as ambassadors for the school now and for their future place within God's world.

'Let them prefer nothing whatever to Christ. And may He bring us together to everlasting life' Rule of St Benedict.



St John the Evangelist Catholic Academy

Our academy places the teachings of Jesus Christ at the centre of everything we do and learn. The children are St. John the Evangelist are wonderful role models in our society and each and every one of them grow and enjoy a wide range of learning experiences, which help them to develop into independent and responsible followers of Jesus, ready for the next stage of their journey. Pupils are given many opportunities to serve each other in school through the work of the school council, playground leaders, Mini Vinnie's, altar servers, hall monitors, sports monitors and house captains. Pupils see it as their Christian responsibility to support one another in both work and play and take this responsibility seriously, understanding it forms part of their service to God and others.

Our academy is a happy place where everyone learns. Our children thrive through the broad and balance curriculum and the extra-curricular clubs on offer. We shape our curriculum to ensure it is ambitious and fully inclusive of every child and that it addresses each aspect of how a child develops, progresses and grows academically, emotionally and within their faith. We pride ourselves on being an inclusive school in its broadest sense. This ensures that we all continually learn to support one another whilst having compassion and empathy for those who may have different needs to our own. We believe that every child is a unique gift of God and each and every one is granted unique God-given talents. Whether these talents are many or few, our aim is to help your child develop them to the full. We aim to foster a shared responsibility between home, school and parish for the full development of each child in a secure and happy environment. We fully believe that when families and schoolwork together we are strengthened in ensuring that all pupils reach their full potential.



St George & St Martin's Catholic Academy

At our academy the teachings of Jesus Christ are at the very centre of the daily lives of the children. We will provide a Catholic environment enabling each child to grow, learn and love to meet their full potential. This is supported by the excellent relationships between all members of our school community working together with children at the heart of everything that we do.

We are proud of the curriculum offered to all of our children, including our wide range of extra-curricular activities and the use of visits to enhance our curriculum, allowing our children to have a variety of experiences.



St Joseph's Catholic Academy

St Joseph's Catholic Academy is a one form entry primary school with a Pre School offering funded and paid places for two and three year olds and a Nursery class. Our school is friendly, welcoming and inclusive of all. Our mission statement, "Learning and growing together in faith and in friendship" explains what St Joseph's Catholic Academy is all about. Through our curriculum, wide range of extracurricular activities and strong links with the parish, we enable our children to:

Learn to live like Jesus taught us
Grow together as children of God

Share our faith through service to others
Show our friendship with Jesus through our words and actions

St Joseph's is a happy and caring place with a very strong sense of community and our broad and balanced curriculum equips all pupils with resilience, aspiration and compassion to enable them to contribute fully to society both during their time at St Joseph's and in the future. Our levels of expectation in all areas of school life are realistic yet challenging. Our children enjoy learning and are encouraged to strive for excellence in all that they do. In return, our dedicated team of staff are committed to doing all they can to enable each and every child to achieve their full potential. We offer a range of curricular and extracurricular activities to suit all interests and learning styles and are particularly proud of our sports facilities.



St Mary's Catholic Academy

St Mary's Catholic Academy serves the parish of Norton –le- Moors. The school greatly benefits from the support of the Parish and as such is at the heart of the community. 'Many Hearts, One Accord' guides us to be called to our mission to value and respect every person as an individual, made in the image of Christ. Many opportunities including an active school council enable pupils fully participate and contribute to all areas of school life. The curriculum at St Mary's has been carefully designed to be engaging and ambitious, ensuring that pupils are fully prepared for the next phase in their education. The wealth of extra-curricular activities and after-school clubs for pupils throughout the school further enhances our curriculum with a focus on developing the character of each child. High expectations of behaviour, coupled with the ambition for every pupil to flourish both spiritually, socially, morally and academically ensures that we fulfil our mission to 'grow and learn together to build the Kingdom of God'. Healthy home-school partnerships are held in the highest regard. This is achieved through regular communication and contact with parents. Parents are invited to share in the successes and achievement of the children. As such, many events are held in school including a weekly celebration assembly which is well attended by families.



Our Lady of Grace Catholic Academy

Our Lady of Grace serves the parish of English Martyrs. The school greatly benefits from the support of the Parish and as such is at the heart of the community. As a Catholic school, we are called to our mission to value and respect every person as an individual, made in the image of Christ. Children are actively encouraged to participate fully in school life by contributing in many ways including sharing ideas through an active school council. At Our Lady of Grace, we offer an engaging, ambitious curriculum which is carefully crafted to ensure that pupils are fully prepared for the next phase in their education. The curriculum is further enhanced with a wide variety of extra-curricular activities and after-school clubs for pupils throughout the school which focus on developing the character of each child. High expectations of behaviour, coupled with the unwavering ambition for every pupil to flourish both spiritually, socially, morally and academically ensures that we fulfil our mission to 'grow and learn together for life to build the Kingdom of God'.

Healthy home-school partnerships are held in the highest regard. This is achieved through regular communication and contact with parents. Parents are invited to share in the successes and achievements of their children. As such, many events are held in school including a weekly celebration assembly which is well attended by families.



St Wilfrid's Catholic Academy

St. Wilfrid's Catholic Academy is a larger than average Catholic primary school with one and a half form intake. We are proud to be part of the Newman Catholic Collegiate. Our mission statement is 'Love one another as I have loved you.' In accordance with this, we teach our children to love and respect each other so that they grow to know that they are loved and are valued. The Gospel values underpin all we do and permeate the whole of our school curriculum. Through our curriculum, we instill a love of learning inspired by quality teaching, nurturing and developing individual strengths and talents. We believe every child is entitled to enjoy his or her childhood, whilst preparing pupils to become world class learners. We encourage and celebrate creativity, original thinking and imagination as well as effort and achievement.



St Peter's Catholic Academy

Together, One Family, One Community in Christ.

St Peter's is a one form entry primary academy where all children are cherished, where they enjoy learning and are encouraged to strive for excellence with the example of Jesus Christ at its very heart. We continue to learn from scripture to integrate Catholic Social Teaching into our schools' curriculum, to develop a good understanding of God's world and the impact we can have on living, working and praying together ensuring a fair and respectful place for all.

We aim to foster a shared responsibility between home, school and the parish of St Joseph's Burslem, for the full development of each child in a secure and happy environment. We deliver a curriculum that enthuses, excites and allows children to think about their learning explicitly and ensures that they are able to meet the learning goal identified by themselves or that teachers, have set. We share a multi- cultural school family where excellent attitudes to learning permeate throughout each school day where we work, play, learn and model behaviours based on Gospel values which enhance our respect for all.

Children are given the opportunity to become self- aware, take risks, become aware of their strengths and weaknesses, are able to motivate themselves to engage in and improve their learning encouraging them to become leaders of the future through responsibilities including school council, head pupils, team captains to name just a few. We celebrate success at all levels giving the children the advantage of developing into well rounded, enthusiastic and successful learners. We believe that when parents/guardians and schoolwork in partnership we maximize the opportunities for pupils to reach their full potential.

How to Apply

If you decide to apply for this post, please complete an application form. **CVs will not be accepted.** Your formal letter of application (supporting statement) should be **no more than 1300 words** and should address:

- Why the post attracts you
- How your experiences and achievements match the job and person specification.

Please note, it is the policy of The Newman Catholic Collegiate to contact shortlisted candidates only. Feedback will be given to unsuccessful shortlist applicants on request.

Applications should be returned to Miss L Birkin at lbirkin@smwca.org.uk

Key Dates

Closing Date: Friday 13th May 2022 (noon)

Interviews: To be confirmed

Job Description

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Academy Location

St Margaret Ward Catholic Academy - Little Chell Lane, Tunstall, Stoke on Trent. ST6 6LZ
Our Lady & St Benedict Catholic Academy - Abbey Lane, Abbey Hulton, Stoke on Trent. ST2 8AU
St John the Evangelist Catholic Academy - The Avenue, Kidsgrove, Stoke on Trent. ST7 1AE
St George & St Martin Catholic Academy - Boulton Street, Birches Head, Stoke on Trent. ST1 2NQ
St Joseph's Catholic Academy - Mobberley Road, Goldenhill, Stoke on Trent. ST6 5RN
St Mary's Catholic Academy - Ford Green Road, Norton-le-Moors, Stoke on Trent. ST6 8EZ
Our Lady of Grace Catholic Academy – Woodland Street, Biddulph, Staffordshire. ST8 6LW
St Wilfrid's Catholic Academy - Queens Avenue, Tunstall, Stoke on Trent. ST6 6EE
St Peter's Catholic Academy - Waterloo Road, Cobridge, Stoke on Trent. ST6 3HL

Additional Information

Ofsted Reports: www.ofsted.gov.uk

Information about Staffordshire County Council: www.staffordshire.gov.uk

Information about Stoke City council: www.stoke.gov.uk

A copy of the most recent inspection report, and copies of the Safeguarding and Safer Recruitment Policies can be found on the Academy website.