

# Pupil and Family Support Officer



Job Title: Family and Pupil Support Officer  
Employer: St Matthew' s Catholic Primary School  
Salary: Full time point 19 – 23 Grade 5 £27,852– £30,151  
Hours 7.45am – 4.15pm

## **About the School**

Mission Statement “Love, Learn and Shine Together With Jesus”. The governors wish to appoint an enthusiastic, committed and flexible member of staff to join our school team and lead our pastoral support team.

St Matthew's is a large two-form entry primary school in Clubmoor, We have children aged from 4 to 11. You must share our belief that every child can succeed, be an excellent role model for children and will be able to support the strong Catholic ethos of our school. As the successful candidate, you must be able to build effective relationships with pupils, parents/carers, staff and third-party support agencies.

## **About the Role**

The successful applicants will:

- ☐ Ensure that safeguarding the welfare of our children is of paramount importance and be a key member of the school team
- ☐ Engage and work with families to address identified need
- ☐ To deliver high quality 1:1 work and interventions to identified children
- ☐ Be knowledgeable and skilful in ensuring children's mental health wellbeing is supported
- ☐ Be passionate about working with children
- ☐ Have high expectations and a commitment to raising standards & enjoy working in a strong team environment.

We can offer:

- ☐ A friendly and welcoming family school, where we work together for the good of our community.
- ☐ Wonderful children, appreciative and supportive families

- A supportive Leadership Team and Governing Body
- A warm, enthusiastic, highly committed and supportive staff

### **Personal Qualities**

The job description and person spec are detailed and there are specific skill sets asked for this demanding and important role.

### **How to Apply**

Closing Date: 3pm on 15<sup>th</sup> November. Applicants should submit their application form, with a supporting letter, outlining their suitability to fulfil the requirements of the person specification. Successful candidates will go on to interview. Our school is committed to safeguard children and promoting children's welfare. This post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS certificate with a barred list check.

This post is exempt from the Rehabilitation of Offenders act 1974, and candidates invited to interview must disclose any relevant criminal history, unless it is regarded as 'spent' and are protected Application packs are available from our website [www.matthews.com](http://www.matthews.com) If you have any additional queries, please contact Helen McCowen School Business Manager

Thursday 9<sup>th</sup> November 4pm – tour of school for prospective candidates, please contact the school office to inform of your intention to visit. 0151 226-1871

Closing Date: 3pm on 15<sup>th</sup> November 2023  
Short Listing Date: 16<sup>th</sup> / 17<sup>th</sup> November 2023  
Interview Date 20<sup>th</sup>/21<sup>st</sup> November 2023  
Preferred start date: January 2024