



JOHN F KENNEDY CATHOLIC SCHOOL

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Achievement Leader Assistant (Pastoral Support Year 7) - maternity cover

Information for applicants



Diocese of Westminster

Headteacher Mr Paul Neves BSc (Hons), MA, PGCE, NPQH
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Job Title: Achievement Leader Assistant (Year 7) - maternity cover
Responsible to: Achievement Leader/SLT Link
Grade: H5 (SCP 9-14)
Hours: 35 hours per week, term time only
Date: Required from mid-March 2025

Introduction

Thank you for your interest in this exciting post at John F Kennedy Catholic School (JFK).

The Governors and I are seeking to appoint an enthusiastic and hardworking individual with excellent administrative and personal skills to join our busy pastoral support team as a maternity cover. The successful candidate will work alongside an already established team of 3 other Achievement Leader Assistants. This position is at the forefront of our pastoral provision and would suit someone who thrives in a busy environment. At JFK we are passionate about maintaining and developing the highest possible standard of pastoral care to support the best possible academic achievement of our students. This role is key to us achieving our aspirations. You will work directly with the Year 7 Achievement Leader (Head of Year) and form tutors to encourage a positive and caring ethos in the year group and support in maintaining standards. As well as administrative tasks e.g. monitoring absence and attendance, you will work directly with students and their families being the first port of call during the school day.

The successful candidate will support, where required, with various transition activities in the summer term e.g. aspects of the Year 6 taster day and parent information evenings.

This position offers an exciting opportunity to play a significant role in the growth of the whole child. You would be part of a team who work to ensure the happiness and safety of each individual, giving them every chance to thrive and succeed both academically and personally in their time with us.

John F Kennedy Catholic School

JFK is a mixed 11-18 comprehensive, part of All Saints Catholic Academy Trust, located in the suburban environment of Hemel Hempstead. It is a voluntary academy with approximately 1100 students on roll. The school enjoys an excellent reputation and is always over-subscribed; for the 2024-25 intake of 180 places there were 530 applicants, with 206 putting JFK as first choice. The intake has, in recent years, been almost entirely Catholic - currently 83% of students. JFK serves the Catholic communities of Hemel Hempstead and a very wide surrounding area, including parts of Hertfordshire, Luton and Bedfordshire; in addition to seven main feeder primary schools, it regularly takes children from over twenty other schools. Unsurprisingly, its students come from a diverse socio-economic background, ranging from a very affluent commuter town to an area with high social deprivation. Overall, however, the school deprivation factor is just below the national average. Currently 15% of students are eligible for Free School Meals. The number of students from minority ethnic backgrounds has increased over the past ten years and is now above the national average. The prior attainment of students is significantly higher than the national average. Additionally the profile of current cohorts is generally skewed towards the 'middle' and 'high' prior

attainment categories. The local parish church, St Mark's, is on the school site and the Parish Priest of the Hemel West Parish supports the liturgical life of the school.

JFK's most recent inspections were: Section 8 in March 2017 and Section 48 in February 2024. The headline outcomes for these inspections were all judgements of 'good'. In terms of results our most recent Progress 8 scores were: 0.09 in 2017, 0.25 in 2018, 0.05 in 2019, 0.01 in 2022, 0.15 in 2023 and 0.15 in 2024.

At A level, our results have been stable in recent years, and have been broadly average compared with national figures. Our most recent L3VA scores were -0.05 in 2017, -0.17 in 2018, -0.07 in 2019, -0.69 in 2023 and -0.27 in 2024.

Visitors to the school frequently comment on the ethos and atmosphere they sense as they come to the school for the first time. This friendliness and sense of community is part of something wider; it is rooted in the fact that we are a Catholic school. As such everything that we do is based on our Mission Statement, summarised by words: Inspire • Achieve • Serve. We are an inclusive school that values the uniqueness of each member of our community. In this way we uphold the Gospel values and ensure that everyone has the opportunity to fulfil their potential.

Outside the formal curriculum there are numerous opportunities for students to take part in a very wide range of activities. These include drama, sport, music, retreats, trips at home and abroad and the Duke of Edinburgh Award Scheme.

JFK, now and in the future: ASCAT

JFK was opened in 1967, so it is over 50 years old. There is a great tradition here of several generations from families attending the school. Many teachers and support staff over the years were students at the school and currently one of the students in the first intake is working on the support staff. I believe there are many features that make JFK a great school but I also recognise there are areas needing development. We must never be complacent and we must embrace new ideas that will benefit the educational opportunities of the students in our care. We made a bold decision seven years ago to become a 'Google school', introducing Chromebooks for use in and out of school. This has been phased in, one year at a time, and is complete in the main school - all students in Years 7 to 11 have their own device. Google Classroom has been embraced by staff as well as students and is now an integral part of school life.

JFK joined All Saints Catholic Academy Trust (ASCAT) on 1st June 2023. The trust currently comprises 11 schools and JFK is one of only two secondary school members. Within the trust, JFK sits in a regional hub, with other Dacorum Catholic schools: 'St Mark's Hub'. Joining ASCAT has opened up many opportunities for cross-school and cross-phase developments, making this a very exciting time for JFK's future development.

Next steps

I hope that having read this letter and the information about the school that you will choose to apply. To do so, you are asked to complete the application form in full but instead of a supporting statement please write a letter of application which relates your experience to the job description and person specification. In your letter you should also outline your personal educational philosophy, your vision and the contribution that you can make to John F Kennedy Catholic School.

Please post your application or submit it to Ms Eva Final by email to: efinal@jfk.herts.sch.uk

I am always happy to welcome visitors to the school and I would strongly encourage you to come and visit us to see the school for yourself. If you would like more information about the school please visit our website www.jfk.herts.sch.uk where you will find our online prospectus and other information. If you would like to know more about the post itself or to

arrange a visit, please do not hesitate to contact my PA, Ms Eva Final (email: efinal@jfk.herts.sch.uk), who will be very happy to help you.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'P. Neves'.

Mr Paul Neves
Headteacher



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Achievement Leader Assistant - Pastoral Support Year 7

Summary of Key Responsibilities

- To take an active interest in the students thus contributing to their development, build relationships and be available during the day for students seeking support of guidance
- To work under the guidance of the Achievement Leader (AL) ensuring the welfare, discipline, good behaviour, academic achievement and standard of dress of the students, using the established school procedures
- To monitor and record absences for the year group. Intervene as required with a view to improving attendance and punctuality, preparing data and full documentation required for the Deputy Headteacher
- To assist the AL in using data to track student performance including the preparation and distribution of termly reports
- To build relationships with parents/carers and act as the first port of call during the school day
- To attend meetings with parents/carers, other members of staff or outside agencies where required. Record action points/minutes as required
- To ensure that all relevant persons/agencies are informed in matters related to curriculum or pastoral issues e.g. Achievement Leader or safeguarding team
- To ensure that all personal and academic records of students are up-to-date
- To support and organise, under guidance of the AL, various year group specific events including: taster days, parent consultation evenings or meetings, information evenings, examinations and vaccinations.

Person Specification

Personal and Professional Qualities:

- Commitment to support the Catholic ethos
- Commitment to team working
- Commitment to equal opportunities and the equal value of all members of the school community
- High personal standards – dress, conduct and presentation
- Commitment to continued training and personal and professional development

Key Competencies:

- To work in an organised and methodical way
- To work accurately to deadlines
- To have a can-do approach to all aspects of the post
- To be able to develop and maintain positive working relationships with other team members, the public, staff and students
- To be able to work under pressure, whilst continuing to prioritise and perform effectively
- To have good written, verbal communication and ICT skills and relate well to school staff
- To have a willingness and competency to work using own initiative
- To have a good understanding of E-Safety, confidentiality issues and Data Protection legislation

Note:

We are committed to safeguarding and promoting the welfare of children and young people. An enhanced DBS check is required for this post.