



## CANDIDATE INFORMATION BROCHURE



**Hazelwood**  
**Academy**  
To make our best better



**Academies**  
**Enterprise Trust**  
To make our best better

To inspire young people to make their best better



November 2016

Dear Candidate

Thank you for your interest in the Midday Supervisor role at Hazelwood Primary Academy.

We are very proud of our current 'Good' Ofsted grade and are on a journey to achieve 'Outstanding'. We are passionate about ensuring that, individually, we are continually improving and challenging ourselves and as an academy, striving towards our vision 'To make our best better'.

Hazelwood Academy opened in June 2013 and is part of Academies Enterprise Trust, the largest nationwide, multi academy sponsor in the country.

We are passionately committed to inspiring children and young people. We firmly believe that all young people deserve to become world class learners - to learn, enjoy, succeed and thrive in a world class educational environment, which has the best facilities, the best teaching and the most up to date resources available to them.

Our vision is to help students achieve world class learning outcomes by developing world class teachers in a world class community.

Hazelwood Academy has an exciting future and this appointment represents a great opportunity to secure positive outcomes for our learners.

If you share our vision and values then we would be very excited to hear from you.

Yours faithfully

Suzanne Lloyd

Headteacher

## Hazelwood Academy

Hazelwood Academy opened on the 1<sup>st</sup> June 2013, following the successful conversion of its predecessor school, and is sponsored by Academies Enterprise Trust (AET).



We are a Primary Academy with an attached Nursery, situated in West Swindon, Wiltshire located just off J16 of the M4. There are currently approximately 220 pupils on roll and pupils benefit from a modern, purpose built school building with extensive grounds. The Academy, rated 'good' in its recent Ofsted inspection, is at an exciting stage in its journey and is committed to securing the future of Hazelwood Academy as a centre of excellence and innovation, where talent is nurtured. We serve a fantastically rich and varied catchment area.

We are extremely proud of all that goes on here. The children at Hazelwood are supported by enthusiastic and dedicated staff, governors and parents; and we strive to maintain high standards and excitement about learning.

Hazelwood Academy welcomes you to see all that we have on offer.



## **Job Description**

Job Title: **Midday Supervisory Assistant**

Reports to: Deputy Headteacher

### **Job Purpose:**

To assist in the supervision of pupils during the lunch break, as required to ensure the safety, general welfare and behaviour management of pupils during this period.

### **Key Accountabilities:**

1. To be responsible for the supervision of all pupil behaviour during the lunch break, in the playground, or other areas of the school as required by the Headteacher. To share in school ethos of promoting a positive approach to behaviour management.
2. To be responsible for the pupils' care as necessary, depending on Key Stage e.g. taking them to the toilet, providing comfort, dealing with accidents, being alert to signs that a pupil is unwell or distressed.
3. To be responsible for the supervision of pupil hygiene and health and safety e.g. hand washing.
4. To foster pupils' self esteem and independence, however assisting pupils where necessary, for example
  - to carry trays etc to the table, and to return empty dishes etc to the service counter.
  - to open packed lunches, cut up food and guidance on proper use of cutlery, assist
  - in clearance of any spillage etc if required.
  - To assist as required in clearing tables, wiping them down and resetting according to lunchtime procedure
5. To assist in the setting up and removing of furniture for lunch time in any area of the school as required.
6. To give minor first aid to pupils, requesting assistance when needed with injuries or illness. Liaising with the head teacher on welfare matters and injuries that cause concern. To report all accidents, ensuring that the procedure for recording accidents in the accident book is followed.
7. Maintain confidentiality in respect of information regarding private and personal information of academy staff, pupils and their families.

### **Knowledge and Experience:**

- A basic level of literacy and numeracy.
- Ability to communicate clearly and work as part of team.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.

### **Decision Making:**

Works from instruction, some initiative is necessary, liaising with education professionals as required.

**Contacts and Relationships:**

Headteacher

Staff

Pupils

**Creativity and Innovation:**

Behaviour management

**Emotional Demands:**

Supervision of pupils during break time

**Job Specific Competencies:**

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written pr

## **Person Specification**

### **(Essential requirements)**

The successful candidate will:

- Enjoy working and playing with children.
- Have a caring, calm and friendly manner.
- Have good communication and listening skills.
- Be reliable, punctual and flexible.
- Show initiative and be resourceful.
- Be aware of issues of confidentiality and safeguarding.
- Be able to employ a variety of strategies to support behaviour management.
- Be willing to help care for sick children or injured children during the lunchtime period.
- Be willing to work as part of a team and turn for advice if needed.
- Be able to follow a variety of tasks on a rota for the care, wellbeing and discipline of the pupils.

### **(Desirable)**

- Have experience of working alongside children, either as a job or through voluntary work.
- Hold a qualification in first aid.



## **Academies Enterprise Trust**

Academies Enterprise Trust is the largest Academy Partnership in the United Kingdom, with 66 schools (Primary, Secondary and Special) across England.

We believe that all young people deserve to become world class learners – to learn, enjoy, succeed and thrive in a world class educational environment, which has the best facilities, the best teaching and the most up to date resources available to them.

Our vision is to help students achieve world class learning outcomes by developing world class teachers in a world class community.



## **Ethos Statement**

Every young person deserves the opportunity to have a life that can be described as 'good quality', free from fear and danger, where they can give and receive respect to and from others with a sense of well-being, belonging, worth and achievement.

AET academies will become High Performing Organisations and, therefore, must be the:

- Education provider of choice for students.
- Employer of choice for staff.
- Investment of choice for parents.

## **Values and Beliefs**

Through our actions and behaviours we will strive to develop young people who:

- Respect themselves and the community (people, property and the environment), and seek to have a positive impact on society;
- Are polite, calm, caring, honest, trustworthy and helpful;
- Are responsible, independent and supportive of each other;
- Are tolerant, open minded and not prejudiced;
- Are determined and have a strong work ethic;
- Will be thoughtful and compassionate with the ability to listen and challenge in a considerate fashion;
- Have good communication skills;
- Offer themselves as good role models for future generations of learners and citizens;
- Can demonstrate strong self-belief and confidence and have high aspirations;
- Are team players who can work and support others, and where necessary are able to take on leadership roles.

## **A commitment to training and personal development**



As we come to terms with the ever changing face of the workforce, leadership and management of professional development is at the very top of AET's agenda. We firmly believe that personal and professional growths are key factors in staff's perception of their worth to an organisation and consequently in how much additional effort they are prepared to put into that organisation.

We welcome colleagues who drive their own professional development and who consider themselves lifelong learners. To encourage this we offer a professional learning journey which can be tailored to your individual needs. We provide experiences, social learning and formal programmes that will enable you to develop new skills, and to work, collaborate, learn and develop with colleagues across our large network.

Your journey will be accessible through the knowledge exchange to enable you to be responsible for your own learning and development. You will have to access to the market place, resources and online communities to share good practice and be part of the vast learning opportunities across our network .

We are the largest network of academies in England allowing you to develop your skills, knowledge and expertise in a variety of different settings and locations across the country.

Our journey is designed to create a clear career pathway from induction, to statutory/core development, supporting further development, talent management and career progression. We will support you in achieving excellence together and stretch your learning and development to have greatest impact across our network.

For further information about the Academies Enterprise Trust please visit our website [www.academiesenterprisetrust.org](http://www.academiesenterprisetrust.org) or contact [recruitment@academiesenterprisetrust.org](mailto:recruitment@academiesenterprisetrust.org) to answer any questions you may have.



# Staff Benefits

## Career Development

- Apprenticeships
- Financial Support towards achieving further Qualifications
- Leadership Programmes
- Progression Opportunities
- Teacher Training Programmes

## Family Friendly

- Childcare vouchers – If you are using registered or approved childcare, you can choose to take part of your salary in Childcare vouchers through Sodexo to pay for it which are Tax and National Insurance free. This means you get extra value from your pay packet each month.

## Financial

- AET JTRS Apple Product Store – AET employees, students and families are eligible to purchase a range of Apple products at preferential terms.
- Halfords – Gift Vouchers are available to purchase with a 10% discount for AET employees, students and families.
- Halfords Autocentres – AET employees are eligible to receive a range of discounts on their motoring costs, such as MOT's, servicing and repairs.
- EAG Essex Auto Group – AET employees are eligible to receive preferential terms on the purchase of new vehicles within the EAG range of vehicle bands they offer. EAG also offer vehicle servicing and repairs, and hold an agency with Motability for those who require a vehicle to their specific disability needs.
- EPCIS (Employee Personal Computer Initiative Scheme) – this is a HMRC approved scheme which allows you to purchase a Training Package which includes a high specification computer from a selected range. Your payment is deducted from your gross salary before you are taxed.
- Life Assurance
- Pension

## Health and Wellbeing

- Edenred Travel Club – this provides all AET employees with discounts and special offers on holidays all over the world.
- Halfords Cycle to Work – this scheme allows eligible employees to purchase a cycle tax efficiently through their employer, with deductions being made from the employee's salary before Income Tax and National Insurance are applied. The repayment of the cycle will be over a 12 month period.
- Hi-Tec Sport – Hi-Tec offer staff, students, and parents of AET a discount on all footwear purchased directly from Hi-Tec via its online store.
- Westfield Health – AET Solutions has enjoyed a business partnership with Westfield Health since 2008, which offers an opportunity to obtain cash back

for eligible employee's routine health needs. The scheme provides an excellent range of benefits for you and your dependent children.

- Westfield Rewards – Employees who have Westfield Health qualify to receive discounts at over 200 High Street and online stores, such as ASDA, Boots, Debenhams, House of Fraser and M & S.
- Virgin Active – AET employees can obtain a corporate discounted membership. Virgin offers a range of therapy and wellbeing treatments where the costs can be claimed for under their Westfield Health annual benefit allowance.



## **Academies Enterprise Trust, Safe Recruitment Procedure**

Academies Enterprise Trust is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

### **Disclosure and Barring Service**

A Disclosure and Barring Service Certificate will be required for all posts.

### **Shortlisting**

Only those candidates meeting the right criteria will be short listed.

### **Interview**

1. Those shortlisted will take part in an in-depth interview process.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

### **Reference Checking**

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

### **Probation**

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 3 months). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy/trust with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safe guarding and relationships with pupils.

### **Equal Opportunities**

Academies Enterprise Trust recognises the value of, and seeks to achieve, a diverse workforce which includes people from differing backgrounds with different skills and abilities. AET takes positive steps to create an employment culture through its Board of Governors, managers and other employees, in which people can feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences. This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community and others connected with it. AET is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

### **Data Protection**

Personal data provided on your application, and for equal opportunities monitoring, is required to enable Academies Enterprise Trust to operate and monitor its recruitment and employment procedures. Data is kept secure and accurate, and disclosure is restricted to those people within the organisation who have a need to access it. Personal data supplied by you is destroyed within prescribed time limits, unless you are appointed, in which case the data you have supplied will form the basis for your individual staff record.