



# PRINCE ALBERT COMMUNITY TRUST

RECRUITMENT PACK





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# LETTER FROM THE CEO

Dear Candidate

Thank you for taking the time to download the application pack and expressing your interest in the current vacancies at Prince Albert Community Trust.

This pack has been developed to provide you with a summary of all the information you need to consider when applying for a job within PACT and to decide whether we are 'right' for you.

Within the pack you will find a brief summary about the trust and details of how to apply for this post should you choose to make an application.

We wish you every success with your application and we look forward to meeting you soon.

Phillipa Sherlock-Lewis



# WELCOME FROM OUR CEO

I am a mom of five wonderful children and I passionately want the very best for each and every one of them, they are all unique individuals which means no one model suits them all. What I want for them is the same as any parent would want for their child; the very best. The best school, the best teachers, the best opportunities, the best sports coaches, the best dinner staff and the best pastoral care in order to ensure they are happy, safe and successful, today and in the future.



I have worked as a teacher and leader in numerous schools across Birmingham for the last 22 years. Being the Chief Executive Officer for The Prince Albert Community Trust is an exceptionally privileged position which enables me to strive and achieve for PACT children what I want for my own. One of our mantras is “we work this hard because we believe that our schools have to be good enough for our own children...we hope someone will work this hard for our children.”

Key to achieving our PACT vision of “united we are world class” is one of my core principles; developing people. I believe by inspiring and developing staff we will inspire and develop our students and so we work extensively to personalise the learning for all. I feel blessed to work with the children, staff, and trustees of the PACT. My role allows me to work with and for all of our schools. Having a strategic overview of their strengths and areas for development, we work tirelessly to support each other across the PACT working in true collaboration.

We actively seek and positively welcome challenge, feedback and suggestions. Please feel free to see any of our staff, myself, or our feedback section on our websites and help us on our journey. The door is always open.

A handwritten signature in black ink that reads "Phillipa Sherlock-Lewis". The signature is written in a cursive style.

Phillipa Sherlock-Lewis

# OUR PHILOSOPHY

We want our school leavers to have a strong sense of purpose and for them to understand that they can benefit from society but more importantly can be a benefit to society. We want our pupils to be hard working, ambitious and resilient. They will understand their rights and responsibilities as British citizens and their roles in improving their neighbourhoods and communities. They will have every opportunity to develop their emotional intelligence and decision making skills. They will develop an understanding of local, national and international issues and will have an awareness and understanding of their position as global citizens.

We have a fundamental and strongly held belief that our pupils have the potential to achieve the highest academic standards and to compete with high achieving pupils locally, nationally and internationally. We want to prepare our children for the very best job opportunities the world has to offer, to make this possible we are developing working partnerships with leading universities and business regionally, nationally and globally. The success of our schools is built on the relationship we enjoy with our families based on mutual trust and an understanding that we only want the very best for our pupils.



# OUR PURPOSE, AMBITION AND VALUES

## OUR PURPOSE

*Enable every pupil to succeed at school  
and in life*

## OUR AMBITION



*Exceptional pupil welfare*



*Exceptional education*



*Exceptional people*



*Exceptional infrastructure*



*Sustainability*



## OUR VALUES

*In all that we do we demonstrate:*

**Passion** – inspiring a love of learning and being determined to make a difference

**Aspiration** – wanting the very best for our pupils, our families, our communities and our staff

**Collaboration** – working positively with each other, with parents and carers, other stakeholders and partners to achieve our goals

**Trust** – acting with integrity, being reliable and caring to create a safe and respectful environment for all to learn and work in

# SAFEGUARDING POLICY

## CHILD SAFEGUARDING POLICY

The Trust is committed to Safeguarding and Promoting the Welfare of all its students. Each students' welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at PACT, their behaviour may be challenging, we will always take a considered and sensitive approach in order that we can support all our students.

**The Trust's Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.**

Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in education settings; and
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting'

## KEEPING CHILDREN SAFE IN EDUCATION 2023

The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2023. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

**Please visit each school's website by clicking on the images below for their full policy.**



# LUNCHTIME SUPERVISOR

**GRADE 2, SCP 3 - 8**

**9.5 HOURS PER WEEK, TERM-TIME ONLY**

**ACTUAL SALARY RANGE £4,736 - £5,303 PER ANNUM**

The Prince Albert Community Trust (PACT) wishes to appoint Lunchtime Supervisors to be initially based at Birchfield Primary School.

We are a forward thinking and innovative Multi Academy Trust (MAT) with fantastic pupils and Trustees, supportive governors and a great community. We place bespoke professional development and support at the heart of all we do. We are relentless in the pursuit of excellence for all our stakeholders and firmly believe in the coaching model. We are passionate about children's learning, creative in our approach and constantly reflective in our philosophy.

Our family of schools consist of Prince Albert Primary School, Heathfield Primary School, Highfield J&I School, Birchfield Primary School, Sutton Park Primary School and PA High School.

We require staff to join our extensive Inclusion team and be responsible for the safety and welfare of pupils during the lunchtime period.

You must be:

- Enthusiastic and proactive
- Caring, active and friendly
- Professional and polite and have a good standard of literacy and communication skills.
- Have a positive relationship with pupils and staff
- Have a good sense of humour and positive outlook

We are proud to offer a supportive and experienced leadership team to work alongside, a hard-working and enthusiastic group of staff, a well-resourced MAT and a smile every day. If you believe you possess the qualities to take on this exciting challenge, then we would be delighted to hear from you.

The PACT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to carry out an enhanced DBS check.

To apply for this role, please visit this [link](#)

***“This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role”***

**Closing date: 5th November 2023**

# ROLE INFORMATION

**Post:** Lunchtime Supervisor

**Salary:** Grade 2

**Responsible to:** The PACT Board of Trustees, Academy Committee, CEO, Head Teacher, Director of Safeguarding, Pastoral Leader

## JOB DESCRIPTION: LUNCHTIME SUPERVISOR

### Job Description:

Prince Albert Community Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.

### Core Purpose

As part of a team supporting the Inclusion team in securing the safety, and welfare of pupils during the lunchtime period. This will involve effective supervision of pupils in and about the premises and site(s) of the school

### Principal Duties

- Supervision and control of pupils in the dining hall
- Supervision and control of pupils in the playground and about other school premises
- Associated ancillary duties

### Main Duties and Responsibilities (as appropriate to nature/phase of school)

#### Supervision and control of pupils in the dining hall including

- Assist/supervise pupils with during the lunchtime period, maintaining a calm atmosphere
- Dealing with any behaviour incidents including bullying/fighting in accordance with School policy
- Organising the dinner queue and entrance of pupils into dining hall and from dining hall to playground, ensuring positive behaviour
- Directing pupils to where they need to sit and supporting them through the lunchtime period
- Encouraging pupils to eat (including those with packed lunches) especially those with special needs or disabilities
- Encouraging social skills and good table manners, ensuring safety with knives and forks whilst developing pupils independence skills
- Dealing with any spillages in the dining hall in accordance with health and safety procedures
- Sharing responsibility with other lunchtime supervisors for the maintenance of order and discipline in the dining hall area

#### Support for the school

- Support the development and effectiveness of team work within the school environment
- Develop and maintain working relationships with other professionals
- Liaise with senior leaders as appropriate
- Review and develop own professional practice
- Support the development and effectiveness of team work within the school environment

#### Support for the curriculum

- Support the use of information and communication technology in the classroom
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure their tasks are carried out with due regard to Health and Safety
- To participate in appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school

### Special Conditions of Employment

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to

## **JOB DESCRIPTION: LUNCHTIME SUPERVISOR**

an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered. Any arrests, convictions caution or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with Prince Albert Community Trust's Disciplinary Procedure.

### **Health and Safety**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in Prince Albert Community Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the Shared Staff Hub.

### **Equality and Diversity**

Prince Albert Community Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

### **Training and Development**

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

### **Mobility**

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and/or facilitating the avoidance of staffing reductions. This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

## PERSON SPECIFICATION: LUNCHTIME SUPERVISOR

Criteria	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children</li> <li>• Experience of working in a team</li> </ul>	
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• A good level of English (spoken and written)</li> <li>• Be committed to the ethos and values of the school</li> <li>• Be able to encourage children to achieve these aims through keeping the school's behaviour code</li> <li>• Develop good appropriate relationships with children and staff</li> <li>• Communicate positively and effectively to children and listen to them</li> <li>• Actively contribute to a happy, safe and supportive play environment</li> <li>• Able to work in a team</li> </ul>	
<b>Training</b>	<ul style="list-style-type: none"> <li>• Willing to undertake appropriate training</li> </ul>	
<b>Suitability to work with children</b>	<ul style="list-style-type: none"> <li>• Responsible for promoting and safeguarding the welfare of children and young persons for whom you are responsible or come into contact with</li> <li>• Not barred from working with children</li> </ul>	

# EXPLANATORY NOTES

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will **not** be accepted in place of a completed Application Form.

## SAFEGUARDING CHILDREN AND YOUNG PEOPLE

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

- Candidates should be aware that all posts in Prince Albert Community Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may be answered not applicable where it is appropriate; if your duties have not brought you into contact with children or young people for instance.

## INTERVIEW PROCESS

After the closing date, short listing will be conducted by a Panel. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary, photocopies or certified copies are not sufficient. We will seek references on shortlisted candidates for Trust based positions and may approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

## CONDITIONAL OFFER: PRE- EMPLOYMENT CHECKS

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks
- Satisfactory Enhanced DBS Check
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked, or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

## HOW CAN I APPLY?

To apply for this role, please complete the online application form available [here](#)

**Adverts Open**  
**20th October 2023**



**Shortlisting**  
**WC 6th November 2023**



**Deadline for Applications**  
**5th November 2023**



**Interviews**  
**WC 20th November 2023**

All applications will receive an email confirmation from My NewTerm. The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided. If you do not hear from us within 10 working days of the closing date of this position, unfortunately you have been unsuccessful on this occasion. Please note that PACT does not provide feedback to applicants who have not been shortlisted for a post.

Prince Albert Community Trust pays full regard to 'Keeping Children Safe in Education' guidance 2023. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

The information supplied in your application, as well as any supporting documents provided at the application or interview stage, will be used as part of the PACT recruitment and selection process. All information is stored securely and all data submitted by unsuccessful candidates will be destroyed responsibly after 6 months from the date of interview.

We reserve the right to withdraw from this recruitment process at any given point.

# CONTACT US

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