



RECRUITMENT INFORMATION PACK

Lunchtime Supervisor x2

Green Lane Primary Academy
Ribblesdale Avenue
Garforth
Leeds
LS25 2JX

RECRUITMENT INFORMATION PACK

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February 2018

Dear Applicant,

Thank you for your interest in working at Green Lane Primary Academy within the Delta Academies Trust.

GLPA is a successful school in the outer east side of Leeds in the community of Garforth and works in partnership with the Delta Academies Trust. Delta Academies Trust is an educational charity that has a proven track record of securing transformational change and sustainable school improvement. GLPA is also one of the first 100 schools to be designated as a National Teaching School and leads the Delta Teaching School Alliance and is also a National Support School.

Green Lane Primary Academy is a welcoming school where everyone is valued in a safe, happy and healthy environment. It recognises, inspires and develops the potential of each and every person who walks through its doors, empowering them with the confidence for life-long learning and a readiness to play a positive role in their community.

You will be joining an ambitious and innovative organisation, so we are looking for a committed and energetic staff member who can secure positive outcomes for our young people, staff, families and the wider communities which they serve. We are looking for a teacher with outstanding practice who is able to share their experiences to enhance and enrich the quality of teaching and learning at Green Lane.

If you share our vision and passion for young people and their families then we would like to hear from you.

Lucy Carlisle

Head of Academy

Introduction

Delta Academies Trust is a not for profit charitable organisation that is committed to changing outcomes for children in the academies it sponsors and the wider education system. We are a teaching school, training teachers, school leaders and other professionals who work with children.

Delta Academies Trust firmly believes that an outstanding education should be the right of every child and should not be determined by a post code lottery. The Trust will strive to ensure that all pupils and students in our academies attend an outstanding school.

We are determined that local children can attend a local school and we will place those children who need extra help first in our admissions policy.

In our family of academies we currently have a range of educational provision that includes: Secondary, Primary, Infant, Junior, Alternative Provision and Pupil Referral Units.

Delta places at the heart of its school improvement a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for the children and young people we serve. You can find out more details about Delta and our academies at www.deltatrust.org.uk

Vision

'Changing lives'

Mission Statement

To improve educational outcomes for communities in the North of England, creating a sustainable organisation that improves our society and the wider environment.

Strategies

1. To ensure high quality sustained performance and educational outcomes for all Delta academies.
2. To operate a financially sustainable organisation, characterised by high value for money
3. To collaborate with others to establish a Northern Alliance of powerful MATs and other stake holders that will transform educational outcomes in the North of England.
4. To develop high quality education leadership to enhance the capacity to drive improvement
5. Train and develop high quality teachers and staff
6. To create a generation of young people who are socially and environmentally responsible
7. To ensure that young people are confident, employable and have the knowledge and skills to challenge received wisdom

Core Values

We will:

- Place children and students at the heart of everything we do
- Place collaboration before competition, working with others for the betterment of all
- Develop and support professionals in our own and other academies and schools to establish practice that improves lives
- Ensure that all children make good progress irrespective of their starting point and those young people facing disadvantage are lifted from educational poverty
- Never do anything to the detriment of learners, staff, or other stakeholders, in a neighbouring community
- Adhere to the 'Seven Principles of Public Life'
- Promote environmental awareness and protection locally, nationally and globally

Why work for Delta Academies Trust?

- Delta Academies Trust is committed to transforming education across the North of England and as such we are recruiting a range of the very best educationalists to join us in our mission. We are looking for talented and driven professionals who share our drive, passion and enthusiasm to enhance the life chances of young people. We recognise you may not have all the skills or confidence at the start of your journey as part of our team and we are committed to ensuring you get the very best high quality leadership training, much of which is directly delivered by the CEO who has a national profile and reputation for rapid school improvement.
- You will work alongside professionals in a fast-paced and dynamic environment.
- You will develop your skills alongside like-minded colleagues.
- Delta academies work and collaborate as a family of schools. This provides colleagues a conduit to share best practice and affords our professionals the opportunity to develop their own skills, that of others and seek further promotion as they take on responsibilities across academies or at a whole Trust level.
- Career Development - Delta Academies Trust offers personal development through a range of flexible opportunities. All new staff members receive a comprehensive induction. The Trust offers a central CPD programme involving a range of training, which can include the full range of NPQs delivered in association with Ambition School Leadership. The Trust also provide a range of bespoke CPD and is committed to developing all staff.
- Pension - Every employee of Delta Academies Trust has access to a pension scheme.
- There is a range of benefits available to staff which include childcare vouchers, cycle to work scheme and a tech salary sacrifice scheme.

The Application Process

Further details about the work of Delta Academies Trust including academies it currently sponsors can be found at www.deltatrust.org.uk

Completed applications should be returned to jobswest@deltatrust.org.uk or by post to Delta Academies Trust, Recruitment Team, Education House, Spawd Bone Lane, Knottingley, WF11 0EP

All applications that have been submitted electronically will receive an email from the recruitment team confirming receipt.

A letter will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within 2 weeks of the closing date please assume your application has been unsuccessful.

Queries

If you have any queries on any aspect of the application process or need additional information please contact the Recruitment Team on 0345 196 0095.

We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on our recruitment website at: <http://recruitment.deltatrust.org.uk>



Lunchtime Supervisor x2
Permanent / Term time only
5 hours per week/ 6.25 hours per week
Grade B, pts 10-11, £15,613 to £15,807
(£8.09 per hour)
Required as soon as possible

Green Lane Primary Academy is sponsored by Delta Academies Trust, an educational organisation which in partnership with its schools delivers the best possible outcomes for young people and families in the local communities in which they serve.

We are seeking to appoint a Lunchtime Supervisor to supervise pupils in the dining room, playground and through the school during the lunchtime period, as well as other related duties. We are a creative and vibrant academy, constantly seeking to improve and develop our "Outstanding" grading (Ofsted June '09). We are looking for an enthusiastic, conscientious, talented and caring person, with a professional approach to their work, to join the staff of our well established and active academy.

We look forward to you joining our dedicated and supportive team.

Closing Date: Monday 19th February 2018, 12 Noon

An application pack can be downloaded from
<http://recruitment.deltatrust.org.uk/>

or by contacting our recruitment team on
0345 196 0095
or email
jobswest@deltatrust.org.uk

Delta Academies Trust is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced Disclosure and Barring Service Check.

JOB DESCRIPTION

Post: Lunchtime Supervisor
Salary: Grade B (pt.10-11)
Responsible to: Principal

Purpose of the job:

To actively supervise the pupils in the dining room, playground and throughout the academy premises during the lunchtime period.

Duties:

- To support the welfare, health and safety of pupils at designated times.
- To promote and foster good relationships between pupils.
- To challenge inappropriate behaviour and to provide pupils with boundaries of acceptable behaviour.
- To identify any causes of concern displayed by pupils and to report these to the Senior Lunchtime Supervisor or Teacher where appropriate.
- To arrange for first aid to be administered.
- To oversee the cleanliness of dining areas e.g. clean up spillages and ensuring eating areas are hygienic.

To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

The post holder's duties must be carried out in compliance with the academy's policies and procedures including Child Protection Procedures and Equal Opportunities Policy, Information Security Policies, Financial Regulations and Standing Orders, the Health and Safety at Work Act (1974) and subsequent health and safety legislation.

This job description may be subject to change, following consultation between the post holder and the Academy.

PERSON SPECIFICATION Lunchtime Supervisor

KNOWLEDGE/QUALIFICATIONS	Ess	Des	MOA
Appropriate knowledge of first aid		*	C
Willing to adapt to new situations and respond appropriately at short notice	*		A/I
Understand the importance of confidentiality	*		A/I
EXPERIENCE			
Lunchtime duty work		*	A/I
Working with children	*		A/I
SKILLS			
Basic literacy/record keeping skills	*		A/I
Ability to relate well to children and adults	*		A/I
Ability to lead children	*		A/I
Ability to work constructively as part of a team	*		A/I/R
BEHAVIOUR AND OTHER RELATED CHARACTERISTICS			
Commitment to self and team development	*		A/I
A good sense of humour	*		A/I
Able to maintain a safe, calm and happy ethos	*		A/I
A commitment to abide by and promote the Academy's Equal Opportunities, Health and Safety and Child Protection Policies	*		A/I
A professional responsibility to promote and safeguard the welfare of children and young people	*		A/I
The post holder will require an enhanced DBS	*		C

Key: MOA= Method of Assessment, Ess= Essential, Des= Desirable, A= Application, I= Interview, and assessment, R = Reference, C= Certificate

ACADEMY'S STATISTICS PAGE

Green Lane Primary Academy Facts and Statistics	
Type of School	Primary Academy
Age Range	3 to 11 year olds
Location	Garforth, Leeds
Denomination	none
Co-educational or single sex	Co-educational
Number of students on roll	409
Attendance	96.7%
Date school established	1 st November 2010 as an Academy
School Awards	National Teaching School, National Support School, Healthy Schools Award, Arts Mark Gold, Eco-Schools Award, Sing-Up Award, International Schools Award, Primary Science Quality Mark Gold, Sports mark Silver.
Number of teaching staff	17
Number of support staff	17
% of students on free school meals	5%
% of students with SEN Statemented	0.3%
% of students with EAL	2.7%