



## CANDIDATE INFORMATION BROCHURE



Academies  
Enterprise Trust  
To make our best better



Charles Warren  
Academy  
To make our best better

To inspire young people to make their best better

[www.charleswarrenacademy.org](http://www.charleswarrenacademy.org)

 @CWA\_news



Dear Candidate

Thank you for taking the time to apply for the Midday Assistant role at Charles Warren Academy.

Charles Warren Academy opened in September 2012 and is part of Academies Enterprise Trust, the largest nationwide, multi academy sponsor in the country.

We believe that;

**Excellent** teaching gives children the life chance they deserve.

**Enjoyment** is the birth right of every child.

But the most powerful mix is the one that brings the two together.

Knowing the individual is at the heart of our vision. Charles Warren Academy is a school that cares, builds possibilities and potential, and nurtures what learners are and what they can become.

Charles Warren 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

The Talent team





## Charles Warren Academy

At Charles Warren we strive to ensure that every child succeeds and that they are able to learn through a rich, stimulating curriculum. We recognise that all children have their own special talents and we believe that the primary school experience should enable our children to thrive within our learning culture.

We believe that all our young learners should have experiences that promote independence, life skills, cooperation and resilience. We are developing our curriculum so that the children will achieve their very best and will learn to make their best better.

Charles Warren Academy is organised into different classes across the school. We have an EYFS class and in Key Stage 1 (KS1) we have 2 classes, and in Key Stage 2 (KS2) we have 5 classes, this includes a speech and language department.

Charles Warren Academy is a really rewarding place to work. The children are just wonderful and respond so well to positivity. The weekly Principals WOW tea party is the highlight of any week and something the children really look forward to.

Charles Warren is a challenging school as there are many social and socio-economic issues in the area we serve and good community liaison is crucial. Breakfast club ensures that our most vulnerable now enjoy a good start to the day and lateness and attendance are improving.

School improvement is our key priority and although there is still a long way to go all staff are on board and are 100% committed to driving up standards. The large majority of behaviour is good and children feel safe to learn and be challenged.

### Ofsted

We are a 'good' academy - to view our inspection reports please click [Here](#)

## The Aims of Charles Warren Academy

At Charles Warren Academy we expect the best of everyone. We recognise the transformative power of self-belief, and our children are happy, confident, resilient and self-critical. There are no short cuts and no excuses. We value hard work, determination and ambition, acknowledging and celebrating the variety of ways in which learners can be excellent. We undertake all our work with professionalism, honesty and integrity. A strong moral compass underpins all our work.

We have an inherent belief in the following:

1. Everyone is a leader.
2. Creating a can-do, solution focused culture.
3. Doing it and having impact - make a difference.
4. Attention to detail - follow up and follow through.
5. Understanding that making mistakes is okay - what's important is how we learn from them.
6. Being outward thinking - adopt a mindset of restless excellence.



For upto date information about Charles Warren Academy please refer to the school website. [www.charleswarrenacademy.org](http://www.charleswarrenacademy.org)

## **Job description**

<b>Job Title:</b>	Midday Assistant / Lunch Supervisor
<b>Responsible to:</b>	Senior leadership Team/Office Manager
<b>Duties:</b>	Acting as part of a team to take care and control of all the students on academy premises during the midday break between the morning and afternoon teaching sessions.

### **Duties and Responsibilities**

- To maintain the safety, welfare and good conduct of the students during the midday break.
- To set up the hall.
- To ensure the students enter and exit the onsite catering facility safely.
- To assist students with eating their meal (if applicable).
- To clear tables when meals are finished and clear up any associated spillages.
- To clear away all dining room furniture.
- To enforce the necessary sanctions for maintaining good order.
- To attend First Aid and EpiPen training and to administer basic first aid as required.
- To keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed.
- To provide pastoral care, guidance and routine advice to students as appropriate.
- To alert a member of staff of any concerns regarding an individual child or group of children.
- To understand and apply Academy policies in relation to health, safety, welfare and behaviour of students.
- To attend relevant training and meetings as required.
- To maintain and respect confidentiality at all time.

### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal.
5. may be occasions when it will be necessary to cover other roles within the Academy when there are peaks and pressing issues.

6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholders may deal with sensitive material and should maintain confidentiality in all Academy related matters.

### **Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

### **Person specification**

This specification lists the competencies expected of an experienced/fully-trained individual.

The left-hand column provides guidance for new appointments to this post.

#### **SKILLS & KNOWLEDGE**

<b>E</b>	Ability to relate and communicate well with both young people and adults
<b>E</b>	Work constructively as part of a team, understanding roles and responsibilities and your own position within these
<b>E</b>	Able to follow written and verbal instructions
<b>D</b>	Appropriate knowledge of first aid

#### **QUALIFICATION & TRAINING**

<b>E</b>	Willing participant in development and training opportunities
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#### **EXPERIENCE**

<b>D</b>	Working with or caring for young people of relevant age
<b>D</b>	Working in an environment that included taking initiative and self motivation
<b>D</b>	Working as a team member

**E = Essential      D = Desirable**



## **Academies Enterprise Trust**

Academies Enterprise Trust is the largest Academy Partnership in the United Kingdom, with 63 schools (Primary, Secondary and Special) across England.

Click [here](#) to view a map of our Academies across the country.

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.



## Learning and Development

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 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.



## **Google for Education**

Google for Education is an exciting and innovative way of learning, introducing easy tools to engage students whenever, wherever on any device!

In summer 2012, AET adopted G Suite for Education, the free web-based communication and collaboration suite available to education establishments. With products including Gmail, Google Calendar, Google Drive, Google Sites and Google Classroom, AET recognised the potential it would bring to classroom learning, knowledge sharing across the academies, improvements in administrative efficiency and providing access from home for all.

This enables all our students and staff to have access to the most up-to-date technology. Our academies have also rolled out many class sets of Google Chromebooks, affordable browser-based laptops that provide quick, simple access to the web!

The latest innovation in an increasing number of our academies includes access to Chromebook Flip for all teachers with the ability to cast the screen from anywhere to the large format screen at the front of the classroom. Where students have access to Chromebooks, teachers can also allow students to cast their work to the screen as well to support with peer assessment, group projects and collaborative working!

Google in Education



A New and Open World for Learning

## 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 to pay for it which are Tax and National Insurance free. This means you get extra value from your pay packet each month.

### Financial

- Pension

### Health and Wellbeing

- BHSF – The Group works in partnership with BHSF, to support our health and wellbeing agenda. BHSF provides access to support services and employee benefits.



## **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.

