



WE ARE ASTREA

Lunchtime Supervisor

ASTREA ACADEMY SHEFFIELD
PART OF ASTREA ACADEMY TRUST

APPLICANT BRIEF





O PEN LETTER FROM OUR EXECUTIVE PRINCIPAL, KIM WILSON

Dear Candidate,

We are delighted that you are interested in applying for this role at Astrea Academy Sheffield. We are an all-through academy in Sheffield, and this is our third year since opening. September 2021 brings an exciting time for us – we are now moving into our first groups in KS2 and KS4 – it has gone so quickly! This is a rare and unique opportunity to join us on our journey - **where ambition has no limits!**

It is key to understand the context of our wonderful academy. We are a city centre school, where we serve the local community of Burngreave. 98.5% of our cohort are from Ethnic Minority Groups, 55% of our pupils are disadvantaged, with 46% currently receiving Free School Meals (national is 13.3%). Children with SEN represent 21% of the cohort. The catchment area of the academy is within the 2.5% most deprived areas within the country. This is why we do what we do. We are here to ensure all children receive the outstanding education and life chances that they are entitled to.



The Academy opened its doors for the first time in September 2018 and will in time be a 2 – 18 provision. We welcomed our first children in nursery, reception and year 7 as well as a brand new complement of staff. Since then we have grown each year, and we currently have 600 children, spanning years 7, 8 and 9 in our secondary building and nursery, reception, year 1 & 2 in the primary building. We are delighted to say we are the school of choice in the area and have recently found out we are oversubscribed again for September 2021!

Our ground breaking campus is truly breath-taking. With the combination of a Grade II listed building and a brand new building, there is a real physical heritage to our new school. With an investment in excess of £25 million, our facilities are cutting edge, including science and technology laboratories, modern classrooms, a 300-seat hall, 4G pitch, an underground sports hall, outside Amphitheatre and forest school learning area (to name a few).

Our location is at the heart of a new learning community which will continue to grow as we forge these ever essential relationships with families and businesses in the area.

We work within a supportive learning community of staff, parents and children, enabling a world of learning opportunities which will inspire and motivate scholars of Astrea Academy Sheffield to achieve excellence and create the successful path for their future. We are creating an academy where each day will be a journey of discovery to fire their imagination, establish their sense of worth, and to gain the confidence and courage to take a full part in the wider world.

This is a truly unique and once in a life time opportunity and we are seeking **distinctive and exceptional** individuals who are able to offer the absolute best they can to enhance the life chances of children at Astrea Academy Sheffield.

#WeAreAstrea

Yours sincerely,

Kim Wilson
Executive Principal at Astrea Academy Sheffield



JOB DESCRIPTION

SALARY	SCC Grade 3 – Spinal point 5-6 (Full Time Equivalent £19,312 to £19,698)
CONTRACT TYPE	Term Time Only
WORKING PATTERN	10 Hours per week

Purpose of this role

Under the direction of the Assistant Principal or Head of Pre-Prep & Prep responsible for lunchtimes

- ★ To assist with the supervision of pupils during times when normal teaching activities are not undertaken
- ★ Maintaining a clean environment in the school hall by sweeping/wiping of the areas pupils consume their meals
- ★ Caring for and storing safely any equipment used during the lunch time period
- ★ Provide care, encouragement and health & safety of pupils during the dinner break

Key Responsibilities and Accountabilities

- ★ Communicate effectively with other employees and clients
- ★ Reliable and punctual
- ★ Able to use initiative
- ★ Caring for children/young people
- ★ Health and Safety Issues
- ★ First Aid
- ★ Ability to relate well to children
- ★ A pleasant and sympathetic manner
- ★ Ability to work as part of a team
- ★ Has a strong commitment to team-work

General

- ★ Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- ★ Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- ★ Contribute to the overall ethos/work/aims of the academy
- ★ Attend and participate in regular meetings
- ★ Participate in training and other learning activities as required
- ★ Recognise own strengths and areas of expertise and use these to advise and support others
- ★ Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- ★ To provide a professional, courteous manner in the reception area for all visitors to the academy

The duties above are an outline of the main responsibilities of the Midday Supervisor function. The list is not exhaustive and therefore the post holder may therefore be required to carry out any other reasonable duties commensurate with the grade of this post following discussion and agreement with their Line Manager.



All Astrea Academy Sheffield employees are required to:

- ★* Abide by the Health & Safety at Work Act
- ★* Attend training as required
- ★* Respect confidentiality
- ★* Work within the Academy and Trust policies and procedures
- ★* Comply with the Academy and Trust no smoking policy
- ★* Participate and contribute to team meetings
- ★* Co-operate and liaise with departmental colleagues
- ★* Demonstrate a commitment to their own development, to take advantage of education and training opportunities and develop their own competence
- ★* Support and encourage harmonious internal and external working relationships
- ★* Make a positive contribution to raising the profile of the academy

The Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.



Person Specification

Criteria will be assessed through applications at the shortlisting stage & tested formally at interview.

Attributes	Criteria	Essential	Desirable
Relevant Experience	Caring for children/young people	Yes	
	Engaging in children’s activities in a formal setting		Yes
	Current school environment		Yes
Education & Training attainments	Educated to GCSE standard – English & Maths grade C or above (or equivalent)	Yes	
	Willingness and ability to obtain and/or enhance qualifications and training for development in the post	Yes	
	First Aid Certificate		Yes
General & Special Knowledge	Good oral communication	Yes	
	Health and Safety Issues	Yes	
	Commitment to young children, their families and the community	Yes	
	Child Protection Procedures		Yes
Skills, Abilities and Professional Attributes	Ability to relate well to children	Yes	
	A pleasant and sympathetic manner	Yes	
	Ability to multi-task	Yes	
	To work as part of a team	Yes	
	To be friendly and have a flexible approach	Yes	
	To be able to work on own initiative & manage own workload	Yes	
	To be self-motivated & enthusiastic	Yes	
	Have a calm and confident manner	Yes	
Commitment to promote and support the aims and value partners of Astrea Academy Sheffield	Yes		

This is not exhaustive.

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy or requested by emailing recruitment@astreaacademytrust.org