



Meynell Primary School

Recruitment Pack



Job Title: Lunchtime Supervisor

Salary Information: Grade 1 SCP 1—2

£17,842—£18,198 Pro rata

Start Date: September 2021



Meynell Primary School

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Meynell Primary School

Tapton School Academy Trust - Vision & Ethos

Tapton School Academy Trust (TSAT) was formed in 2012 and sponsored Chaucer School. Another 'Outstanding' Ofsted judgement for Tapton in 2013 gave the opportunity to partner with King Ecgbert School to build the Escafeld Teaching School Alliance. This has given rise to secure and effective leadership, training and support for our growing Trust family of schools.

In September 2016 we became eight schools – three secondary and five primary. Tapton, Chaucer and Forge Valley are our Secondaries and our Primaries are Southey Green, Meynell, Hillsborough, Wisewood and Hallam.

They are all linked in a shared endeavour – our mission is to provide an outstanding education to all our pupils 0 – 19. We are passionate that all our young people should see their time at school as safe, happy and fulfilling.

Our approach is founded on deeply effective partnership working – inextricably joining our schools, pupils, parents and their communities.





Meynell Primary School

Tapton School Academy Trust - Vision & Ethos

Our provision for pupils and parents

All Tapton School Academy Trust Schools will offer:

- A genuine inclusive approach which ensures the best possible attainment, progress and achievement for every pupil.
- A broad and balanced, enriched curriculum which is delivered by consistently high quality teaching.
- Safe and harmonious learning environments where behaviour is well managed, learning is uninterrupted and moral values are fostered.
- Our learners develop resilience and self-reliance which offers them the skills to successfully meet the challenges and opportunities they will encounter in our rapidly changing world.
- Investment in the professional development of our staff at all stages in the Trust.

Leadership will be secured which is able, proactive and focused on success for each school, our pupils and the wider community.

Partnerships

TSAT is founded on strong local partnerships, we only work within the Sheffield group of schools and are convinced that cross phase working is the very best way to secure our aims. Every Academy is non selective and our admissions are co-ordinated by Sheffield Local Authority. We work very closely with DfE, LA and the family of Sheffield Schools in order to plan strategically for our shared improvement agenda. All of our schools are founding members of Learn Sheffield, a new company operated to bring about a rapid improvement in all settings.

We value our excellent working relationships with Trade Unions. Recognition agreements are in place for all major Sheffield Unions and all TSAT Schools support union activities by paying into the facilities time agreement.



Meynell Primary School

Letter from the Chair of Governors

Dear Applicant

Thank you for your interest in the position of Lunchtime Supervisor at Meynell Primary School.

Tapton School Academies Trust – TSAT and the Governing Body are looking to appoint highly motivated and inspirational people who can take the school forward and deliver the Trust's vision and ethos.

Our aim is to ensure that every child in our care is given the opportunity to enhance their life chances by realising their full potential.

The successful applicant will become part of our vibrant Trust, which values its employees and encourages them to develop their skills in a supportive environment alongside lead professionals.

Our school has a team of dedicated staff who work closely as a team together with governors, parents, children, the local community and the other Primary academies across the Trust.

I hope this will inspire you to apply for this unique opportunity and I look forward to receiving your application. I do urge you to visit the school - this can be arranged by appointment and details are available in the application pack.

Once again thank you for your interest in the position.

Yours sincerely

Julie Burkinshaw
Chair of Governors



Meynell Primary School

About us

We are very proud of our school and our children. At Meynell we want all our children to be happy, feel safe, to learn and achieve to the best of their ability; to be the best they can be. Our children are supported in order to achieve their best and we seek to meet the needs of every individual child.

We recognise the significant role parents have to play in the education of their children and we strive to work in partnership with the whole family and in knowing each child as an individual.

We are very lucky to have such fantastic grounds in which the school sits and we use these to enhance our children's learning experiences.

We look forward to forging new partnerships and welcoming you to our school.

Our Vision & Values

We aim high

We are respectful

We work together

We are fair

We care

We persevere





Meynell Primary School

Job Description & Person Specification

**Please see the Job Description on the
Meynell Primary School job page:**

www.meynell.sheffield.sch.uk



Meynell Primary School

Job Advert

The governors and Trustees of Meynell Primary School wish to appoint a lunchtime supervisor. Starting September 2021

The school is at the heart of its community and in April 2013 became a member of Tipton School Academy Trust. Tipton is an 'Outstanding' secondary school in Sheffield and the Academy Trust is establishing itself within the city. Membership of the Academy Trust provides a range of opportunities for partnership working and continuing professional development with an outstanding secondary school and a network of primary schools within the locality. We are all working together to establish really effective practice for the benefit of every child.

At the last inspection the school had a grade 3 requires improvement judgement with 'good' for Early Years Foundation Stage. We are now moving forward at a good pace and are striving to be a good and outstanding school in all areas.

Membership of the Academy Trust provides a range of opportunities for partnership working and continuing professional development with an outstanding secondary school and a network of primary schools within the locality. We are all working together to establish really effective practice for the benefit of every child.

Post Details : The duties include :

Supervise children and promote good behaviour at lunchtime either in the dining room, playground or classroom.

Assisting with clearing tables and ensuring dining areas are left clean and tidy.

Following school policies to deal with injuries or illness, ensuring the safety and wellbeing of pupils.

To arrange and supervise appropriate play and physical activities under the direction of the line manager.

Other associated duties as required

The ability to converse at ease with members of the public and students and provide advice in accurate spoken English is essential to the role

Details from : Mrs Zoe Hill, HR & Office Manager, to whom completed application forms should be returned.

Application forms and further information regarding the role (including a job description) can be obtained at:
www.meynell.sheffield.sch.uk

Completed applications should be returned to: enquiries@meynell.sheffield.sch.uk

Please do not use the Local Authority application form.

Meynell Primary School is committed to safeguarding and promoting the interests of children and young people and expects all staff and volunteers to share this commitment.

References for short-listed candidates will be requested before the interview.

Successful applicants will be required to undertake a DBS Enhanced Disclosure.

Closing Date : Monday 28th June 2021

Shortlisting : Tuesday 29th June 2021

Interviews : Monday 5th July 2021



Meynell Primary School

Thank you for taking the time to look through our recruitment pack, we hope to hear from you soon.

Please remember to complete the Academy Trust application form and not a Local Authority form.

**All completed applications need to be emailed to:
enquiries@meynell.sheffield.sch.uk**

