



RECRUITMENT INFORMATION PACK

Lunchtime Assistant

Park View Primary Academy

Harlech Road

Leeds

LS11 7DG

RECRUITMENT INFORMATION PACK

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January 2018

Dear Applicant,

Post: **Lunchtime Assistant**

Thank you for your enquiry requesting further details and an application form for the post of **Lunchtime Assistant** at Park View Primary Academy.

Park View Primary is a Good school with Outstanding leadership (Ofsted June 2014) where “pupils are enthusiastic and enjoy their learning”

We are now seeking to appoint an excellent, ambitious and enthusiastic **Lunchtime Assistant** to join our team. Park View Primary has so much to offer a keen and dedicated person who want the very best for our children:

- a welcoming, vibrant and inclusive school community
- a creative, caring atmosphere with a strong commitment to the education of the whole child
- a hardworking, talented and dedicated team of staff, governors and supportive parents
- pupils who behave well in lessons, get on well together to support each other with their learning
- an attractive, modern, well-resourced learning environment
- an exciting curriculum which interests and inspires the children
- excellent professional development opportunities
- an opportunity to make a real difference

Visits to our academy are warmly welcomed and we hope that after finding out more about us, you will feel encouraged to apply for the advertised post.

I look forward to receiving your application in due course; the closing date for receipt is **12 noon**, Monday 15th January 2018.

With very best wishes,

Donna Brown
Associate Executive Principal

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 Assistant
Grade B, pts 10-11, £15,613 to £15,807 Pro Rata
7.5 hours per week / Permanent / Term Time Only
Required as soon as possible

We are seeking to appoint a Lunchtime Assistant to supervise pupils in the dining room, playground and through the school during the lunchtime period, as well as other related duties.

We are looking for enthusiastic, conscientious, talented and caring people, with a professional approach to their work, to join the staff of our well established active academy.

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

Closing Date: Monday 15th January 2018 12 Noon

An application pack can be downloaded from
www.recruitment.deltatrust.org.uk
or by contacting our recruitment team on
0345 196 0095
or email
jobswest@deltatrust.org.uk

The 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 Assistant
Salary: Grade B (pt.10-11)
Responsible to: Head of Academy / Executive 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 Assistant 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 Assistant

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

Park View Primary Academy Facts and Statistics	
Type of School	Primary Academy
Age Range	3 – 11
Location	Beeston, South Leeds
Denomination	None
Co-educational or single sex	Co-ed
Specialisms	
Number of students on roll	243
Value Added	100.1
Attendance	96.1%
Date school established	1 st September 2012
School Awards	Stephen Lawrence Education Standard. Healthy Schools
Number of teaching staff	10
Number of associate staff	14
% of students on free school meals	18.5%
% of pupil premium students	38.5%
% of early years pupil premium students	21%
% of students with SEN- EHCPs	22%
% of students with EAL	68 %