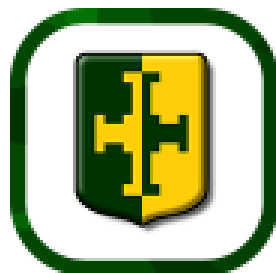




Abbey Multi Academy Trust

St. Chads C of E Primary School



Recruitment Application Pack

Lunchtime Supervisor



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Welcome Letter

Dear Colleague,

Thank you for your interest in the role of Lunchtime Supervisor for St. Chads C of E Primary School.

We hope you will find all the information you need to inspire you to join our team. This pack contains information about the Lunchtime Supervisor role, from which we hope you will gain an understanding of our ethos and approach and the high aspirations we have for ourselves and our pupils.

“To work in partnership to educate, nurture and empower”

Our vision is that the academies, supported by Abbey MAT, will provide an environment which is welcoming, caring, calm, disciplined and purposeful and will stretch our young people academically, support them pastorally and help them develop socially and spiritually.

We are committed to raising the skills base across our communities by ensuring a focus on quality, encouraging innovation and strengthening the ethos of the academies as distinctive schools. The framework will strive to maintain academies which will retain their own independent culture and ethos whilst operating within a strategic partnership to improve quality, share best practice and operate effectively and efficiently.

If you are seeking a truly distinctive role within a unique environment, please come and visit us and see what St. Chads and Abbey MAT have to offer.

We look forward to meeting you and reading your application.

Helen Pratten & Catherine Garrett
Co-CEOs

Advert

Position: Lunchtime Supervisor

Reference: SC11

Salary: LLC Min £9.36 per hour

In Partnership to Educate, Nurture & Empower

St.Chad's C of E Primary School is a popular oversubscribed primary school located in Leeds. Our very successful Ofsted and SIAMS Inspections in 2017/18, highlighted our school's many strengths and excellent qualities. We have very high expectations of our pupils' behaviour and this is underpinned by our caring, sharing Christian ethos. St.Chad's C of E Primary school is part of the Abbey Multi Academy Trust.

The governors of St.Chad's CE Primary School are seeking to recruit a committed Lunchtime Supervisory Assistant. We have very high expectations of our pupils' behavior and this is underpinned by our caring, sharing Christian ethos.

We wish to appoint a Lunchtime Supervisory Assistant to work 7.5 hours per week term time only. The successful applicant will work within a team of assistants taking care of the children at lunchtime in the dining hall and on the playground, playing games, helping with first aid and ensuring that pupils have an enjoyable dining experience.

There may be a requirement to work outside of the designated hours to respond to the school's needs. We are able to offer staff a secure and supportive environment with continuous professional development.

Should you like to work with us, we can provide:

- Enthusiastic and well-behaved children
- A dedicated and supportive team of colleagues
- Excellent friendly working conditions
- Continued professional development

Abbey Multi Academy Trust is a Trust consisting of eight academies (three secondary, five primary) in the geographical areas of the Anglican Diocese of Leeds and Calderdale.

All our academies share in the Trust's mission to work **In Partnership to 'Educate, Nurture and Empower'**. For more information about us or our primary academies please visit the following links:

<http://www.abbeymat.co.uk/>

<https://www.st-chadsprimary.co.uk/>

Visits to our school to meet the team and experience our wonderful atmosphere, are warmly welcomed and encouraged and can be arranged by contacting Recruitment@abbeytrust.org

To apply please download recruitment pack and email completed application form Recruitment@abbeytrust.org

Closing date: 21st June 2019

Interview date: Held shortly after closing date

Due to the expected number of applications, the academy retains the right to amend the closing date for this vacancy upon receipt of an exceptional application. Those wishing to apply are strongly encouraged to submit applications at their earliest opportunity.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service check. We promote diversity and want a workforce which reflects the population of Leeds.

Application Process

Closing date: 21st June 2019

Interview date: Held shortly after closing date

Completed applications should be returned by email to:

recruitment@abbeytrust.org

All applications will be acknowledged within 24 hours. Should you fail to receive confirmation of receipt please call 0113 273 9159.

We will contact successful candidates after the closing date with details of the interview process.

Abbey Multi-Academy Trust is robust in promoting the safeguarding of children and is rigorous in its recruitment checks. An enhanced disclosure from the DBS will be required for this post.

Queries

If you have any queries on any aspect of the application process or need any further information please contact Recruitment@abbeytrust.org

Job title: Lunchtime Supervisory Assistant (LSA)

Salary: LCC Min

Reporting to: Lunchtime Supervisor

Overall purpose of the post:

The post holder will actively supervise the pupils in the dining room, playground and throughout the school premises during the lunchtime period.

Key responsibilities:

- Be responsible for the Safeguarding of all children according to the Safeguarding and Child Protection Policies
- Supporting pupils while they eat their lunch, cutting up food for pupils and making sure tables are clean and that water is available
- Ensure standards for healthy eating and table manners are maintained
- Report accidents to the Midday Supervisor and complete accident form if necessary
- Ensure that school discipline policies are implemented
- Support the work of other Supervisory Assistants
- Support induction and training of new staff as required by the Midday Supervisor
- Respond to duty delegation as required by the Midday Supervisor
- Lead the children in the establishment of suitable playground games/activities
- Record inappropriate pupil behaviour and convey serious incidents to the Midday Supervisor and or teacher
- Maintain checks throughout the lunch break to ensure pupils are safe
- Follow advice given by Midday Supervisor on action to be taken in cases of inclement weather

Relationships:

The Lunchtime Supervisory Assistant will be required:

- To work in a team with the Lunchtime Supervisor and other supervisory assistants
- To liaise with senior management and other school staff as required
- To liaise with the kitchen staff as required

Note:

This Job Description provides the overall strategy and remit of the post holder. This Job Description will be reviewed annually and may be subject to amendment or notification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. Elements of this Job Description, and changes to it, may be agreed at the request of the Executive Headteacher or the incumbent of the post. The above must be viewed in conjunction with the relevant sections of the School Teachers' Pay and Conditions of Service document which is published annually.

Name:**Signature:****Date:**

LUNCHTIME SUPERVISORY ASSISTANT (LSA)									
PERSON SPECIFICATION CRITERIA									
Skills			ESSENTIAL			DESIRABLE			
1	Ability to relate well to children and adults		A	I	R				
2	Ability to work constructively as part of a team		A	I	R				
3	Ability to maintain a safe, calm and happy approach		A	I	R				
4	Previous experience of working as a LSA					A			
Knowledge, qualifications and training			ESSENTIAL			DESIRABLE			
1	Working with or caring for children of relevant age		A	R	I				
2	Basic childcare and health and safety knowledge		A	I					
3	Appropriate knowledge of first aid					A			
Professional Attributes, Qualities and Values			ESSENTIAL			DESIRABLE			
1	Fully supportive of the Christian ethos and values of the Trust		A	R	I				
2	High personal standards of integrity and probity		A	I					
3	Be confident, positive and approachable		A	R	I				
4	Have consideration of the views of others		A	I					
Additional Requirements			ESSENTIAL			DESIRABLE			
1	Willing to abide by the Trust’s Equal Opportunities Policy in the duties of the post, and as an employee of the Trust.		A	I					
2	Willing to carry out all duties having regard to an employee’s responsibility under the Trust’s Health and Safety Policies		A	I					

3	To display a responsible and co-operative attitude to working towards the achievement of the Trusts's aims and objectives	A	I				
4	An ability to respect sensitive and confidential work.	A	I				
5	Commitment to own personal development and learning.	A	I				
6	Be punctual and have a good attendance records	R					

The criteria will be evidenced as indicated:

'A' refers to the candidate's application form and letter,
'I' to interview and
'R' to reference.

Candidates should address at least all items marked 'A'; referees are asked to comment on items marked 'R'.

Where many candidates meet the essential criteria, the desirable criteria will be used to shortlist for interview