



HABERDASHERS' ASKE'S FEDERATION



Haberdashers' Aske's Hatcham College MIDDAY MEALS ASSISTANT RECRUITMENT PACK

A MULTI-ACADEMY
TRUST

www.haaf.org.uk



About us

A Message from the Chief Executive

A very warm welcome to Haberdashers' Aske's Federation. We are a growing Multi-Academy Trust of three secondary schools and five primary schools organised as three all-through 3-18 academies and a primary free school:

Haberdashers' Aske's Crayford Academy

Haberdashers' Aske's Knights Academy

Haberdashers' Aske's Hatcham College

Hatcham Temple Grove Free School

Our schools are in the London Boroughs of Lewisham and Bexley and educate over 5,000 children and young people in south-east London. We are opening a new secondary school in the London Borough of Southwark in September 2019. All our schools have a single vision and ethos and are committed to valuing tradition, as well as progress, and promoting excellence in every area of school life, and to ensuring every student in our care fulfils their potential. We have a strong ethos based on mutual respect and responsible behaviour.

Our Principal Sponsors, the Worshipful Company of Haberdashers, take a keen interest in the welfare and progress of our students and are extremely generous with their support and expertise.

Being Part of a Multi Academy Trust

Our Federation brings together primary and secondary schools in an innovative and ambitious way. United by a single Trust Board, Chief Executive, Finance Director and Director of Performance, our three all-through school clusters are autonomous schools with their own Principals and senior leadership teams.

At the same time, links develop at every level and in every area of school life. There are excellent opportunities for sharing resources, learning from each other and student and teacher exchange. To work effectively as a group at this scale, we depend upon effective communication within and between our schools and externally. Improving the effectiveness of our internal and external communications is a key priority of our five-year strategy.



Statement of values, aims and ethos

The Haberdashers' Aske's Federation is a Federation of three all-through clusters of primary and secondary schools each at the heart of their community. They share a vision for the education of children and young people built from our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect. We are forward looking and value innovation within the context of our long tradition of providing excellent education. Based upon these values we aim to ensure all the children and young people who come to our schools:

- Are happy and safe at school and are able to learn successfully within a supportive environment
- Are able to achieve their full potential personally, academically and socially
- Develop and grow as independent, resourceful and resilient individuals
- Are equipped with the skills, qualifications and love of learning they will need to be successful in the world they will join as adults

We will achieve these aims by providing a safe environment where all children and young people can succeed through:

- Provision of a curriculum that is stretching, relevant and provides each student with the opportunity to excel
- High expectations of every member of our community
- Excellent teaching, leading to the highest standards of academic excellence
- The best standards of behaviour based upon our values of mutual respect, self-discipline and self-confidence
- A respect for tradition that embraces innovation and challenge

Our Five-Year Strategy

Our five-year strategy for 2018-2023 sets ambitious goals for our Multi-Academy Trust. We want children in our schools to make rapid progress at all stages of their education (primary, secondary and sixth form) compared to their peers in other schools and as a result achieve excellent outcomes in their qualifications. To achieve this our strategy has six priorities:

- To fully align the curriculum and its assessment across our Federation from Year 1 to Year 11
- To establish our Atlas Teaching School as the provider of school improvement services within the Federation and as the provider of first choice in the local area beyond the Federation
- To create a sector leading Analysis and Insight service within the Federation
- To ensure our sixth forms are highly effective and financially viable
- To ensure our communication systems are efficient, reliable and effective
- To ensure our multi-academy trust has the structure to ensure high standards are sustainably delivered



Role Description

Midday Meals Assistant

Start date:	September 2019
Salary:	£17,303 Band 2 Point 8 Support Pay Scale + 17.9% pension (LGPS) Actual Salary £3,707 pa 7.5 hours per week x 42.9 weeks per year (term time only)
Length of post:	Permanent
Location:	South London
Accountable to:	Headteacher

Summary of the overall purpose of the job

We are looking for an enthusiastic Midday Meals Assistant to join our team. We can offer happy and enthusiastic children and support from a team committed to excellence with high expectations. We are looking for someone who aims for excellence at all times and has a passion to make a difference to the lives of our pupils. Your professional, friendly approach, great customer service and positive attitude are essential in this busy role.



Detailed Responsibilities

Key responsibilities and objectives of the job:

To be responsible for the supervision, behaviour and smooth management of the children during the lunch period and the tidiness of the dining hall.

- To be available for 1.5 hours per day
- To undertake the tasks set out on a rota basis
- To begin work punctually
- To monitor children's journey to and from the dining hall
- To supervise the queue in the dining hall, ensuring that children are treated fairly
- To supervise children's eating of lunch and offer friendly and supportive help in the selection of meals by promoting healthy eating
- To act as a good role model to children in the use of correct table manners and polite behaviour
- To control the entry of students through the main dining hall
- To supervise the dining hall, ensuring that students behave correctly and to supervise the clearing of trays and wiping of tables
- To supervise and clear the clearing up tables
- To assist in the clearing of the dining hall at the end of service
- To play actively with the children in both the inside and outside areas during the lunch period
- To actively promote and encourage cooperative and friendly behaviour amongst the pupils
- To design and lead play activities
- To ensure that children are safe and secure during the lunch period
- To liaise closely and effectively with teaching, catering and premises staff to create a positive and safe lunchtime environment for the children
- To undertake any additional task reasonably set by the Line Manager or teaching staff

General responsibilities and objectives

- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children
- To promote the principle of equal opportunities in the College
- To promote a single College ethos
- To promote the College's commitment to the continued professional development of all staff
- To undertake any duties as may reasonably be required by the CEO or Principal
- To work within the College framework with regard to Health and Safety
- To be aware of and assume the appropriate level of College's safeguarding policies.

This job description reflects the core activities of the role and as the Federation and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training. If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager.

Date JD was agreed: August 2019

Person Specification

Criteria	Essential	Desirable	HOW IDENTIFIED AND ASSESSED
			AP Application AS Assessment I Interview P Presentation R References
Education/qualification and training			
Experience of working with children of relevant age is advantageous		✓	
Maths and English at GCSE grade C or above, or equivalent	✓		
Knowledge/skills			
Ability to relate well to children and adults	✓		
Constantly improve own practice/knowledge through self-evaluation and learning from others	✓		
Use ICT effectively to support learning activities	✓		
Basic understanding of child development and learning		✓	
Experience			
Experience of working with children		✓	
Use ICT effectively to record student progress/behaviour on school's information system		✓	
Personal characteristics/other requirements			
Approachable	✓		
Good communication Skills	✓		
Collaborative approach	✓		



Recruitment Process

Key dates

The selection process will take place according to the timetable below.

Application closing date 27th August 2019

Shortlisting Applications will be reviewed as they are received until the post is filled

Format of Applications

Applications must be made via the TES jobs online form or by using the application form which can be downloaded from the vacancies page of our web site

<https://www.habsfed.org.uk/Staff-Vacancies/Hatcham-College/>

Further information

If you would like more information about the post or our organisation, please email hatchamhr@haaf.org.uk to request a confidential conversation.



Other Recruitment Information

References

The Federation will obtain references from your referees. In order to prevent a delay please ensure that the reference section of the application form is accurate and completed in full.

Right to work in the UK

Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

Data Protection

Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form you are giving consent to the processing of your data.

Criminal Convictions

All education establishments in the UK are exempted from the Rehabilitation of Offenders Act 1974. In practice this means that all applicants must inform on all spent and un-spent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working or coming into contact with children; and must be received by the Academy before employment can commence.

Equality and Diversity

We recognise the benefits of a diverse workforce such as ideas and talent. We are committed to eradicating discrimination in the workplace; and becoming an employer of choice.

Special Requirements

If you require reasonable adjustments prior to your interview, these can be arranged by emailing hatchamhr@haaf.org.uk and where practical we will support your request.



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