



Hermitage Primary School Lead school midday supervisory assistant recruitment pack

November 2023



Dear applicant,

Thank you for your interest in the role of school receptionist. Hermitage Primary School is part of a cross-phase multi-academy trust in the London Borough of Hillingdon. Our Trust currently has five schools: Field End Junior School, Hermitage School, Ruislip High School, Ryefield Primary School and Vyners School. With a student population exceeding 4000 and over 500 employees, we were delighted to welcome Oak Farm Primary school as an associate member in the summer term of 2023.

This is an exciting time in Hermitage Primary School's development. We are a supportive, caring and friendly team committed to providing high-quality teaching and learning in a welcoming and nurturing environment. The successful applicant will join our skilled and experienced team of professionals, who are focussed on enthusing, motivating and empowering our pupils. They will be supported by a committed teaching staff and senior leadership team who have the ambition to provide the highest standards of education.

Our new Lead School midday supervisory assistant (SMSA) will ensure the safety, welfare and good conduct, either individually or as part of a team, of children at lunchtimes. They will lead and deploy the SMSA team as efficiently as possible, so that our children have a pleasant and enjoyable lunchtime. Our new Lead SMSA will make a significant contribution to the vision and direction of Hermitage Primary School where aspiration, community and equity are the core values.

In return, Hermitage Primary School and Vanguard Learning Trust will equip the successful candidate with the skills to make long and lasting change in the lives of our pupils. You will be empowered to "make your mark" and supported by a team of experienced professionals. You will work in a spacious and well-equipped school. You will have a range of professional development opportunities, including peer support and opportunities for cross school/phase working. All employees of Vanguard Learning Trust have the opportunity to join a generous local government pension scheme and enjoy a range of benefits through the Wider Wallet scheme.

Visits to the school are encouraged; please contact the school on 01895 234871 to arrange an appointment.

We look forward to reading your application and, for those candidates selected for the interview stage, meeting you as part of the interview panel.

Yours sincerely

Colin Tucker
Executive Headteacher

Parmjit Varaitch
Head of School

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About our school

As visitors enter the doors of Hermitage Primary School, they notice the warm and family-orientated atmosphere that permeates the school. Hermitage is a happy and welcoming environment where everyone cares about each other and all interactions are based on mutual respect. From their first tentative sessions in Nursery through to their final days in Year 6, our staff support our children every step of the way. Our pupils are encouraged to embrace their individuality and find their place in the school, the community and beyond.

The school is located near Uxbridge town centre and is easily accessible by bus, train or car. The premises offer a number of breakout areas, use of the MUGA, a large multi-purpose field, a well-stocked library, bright and spacious classrooms and cooking facilities. All classrooms have a whiteboard and visualiser as well as a bank of year group chromebooks and iPads. There are subject specialist teachers for computing, PE and French. The continued professional development of our staff is actively encouraged and supported with accreditations being rewarded across a number of different roles in the school.

We recognise that each child is an individual with specific needs, interests, experiences and abilities. Our staff go that extra mile to ensure that through effective provision of differentiated learning opportunities, each and every pupil achieves success. Our curriculum is constantly evolving, aligned with pupils' progression. Although we have a structured and robust framework in place, staff are encouraged to be autonomous and actively develop innovative ways to deepen pupils' learning and create a thirst for learning.

We realise that our children need more than just an excellent academic education to succeed and prosper in tomorrow's world. Hence, our values are developed through our bespoke SMILE programme. We believe all our children should be/have:

Socially confident
Mentally healthy
Intellectually curious
Life-long aspiration
Emotionally regulated

At Hermitage, we are very proud of our excellent standards of behaviour. All pupils have very clear boundaries for behaviour through our 'Steps and Success' programme which is delivered by all staff consistently and fairly, so that children are fully aware of the expectations and feel safe in school. We nurture good behaviour through modelling and building strong relationships rooted in respect and empathy. Behaviour is rewarded within class through incentives such as star of the week, marble jars and significant achievement assemblies.

Staff and pupil wellbeing is of paramount importance to the Hermitage family and we recognise and support the individual circumstances that may present themselves. A dedicated pupil wellbeing officer builds relationships with pupils and parents, offering provision and intervention that matches the needs of the pupils. Our staff wellbeing officers are available to support their colleagues, and an 'open door' approach by senior leaders ensures problems are identified early and appropriate support is offered.

For our pupils to thrive, effective partnerships with parents and carers are essential. Regular communication through the online platform Class Dojo, email, newsletters, workshops and coffee mornings ensure families feel part of our school. Our staff are approachable and always available to talk to parents. Regular parents' evenings are scheduled throughout the year and parents receive regular

feedback on their child's progress, attainment and wellbeing at school. Parents and carers are actively encouraged to be part of our school community through volunteering in class and supporting events.

At Hermitage, we believe passionately that all children and staff deserve to feel safe and included within our community, allowing them to become the best they can be. We are focused on excellence, surrounded by care.

About the Trust

Vanguard Learning Trust is a cross-phase Trust in the London Borough of Hillingdon. Vyners Learning Trust was established in February 2015 when Ryefield Primary School and Vyners School formed the multi-academy trust. In September 2018, Ruislip High School joined the Trust which was renamed Vanguard Learning Trust. The Trust currently has five schools: Field End Junior School, Hermitage Primary School, Ruislip High School, Ryefield Primary School and Vyners School. Oak Farm Primary School has also recently joined as an associate member. The history of Vanguard Learning Trust is available on the Trust's website ([click here](#)) as well as the Trust dividend report for 2021-2022 ([click here](#)).

School information about the other schools in Vanguard Learning Trust

Field End Junior School

Field End Junior School is truly a community school and has been part of the Ruislip landscape for over 70 years. It is a four-form entry junior school, sharing the same site as the infant school. It is a genuinely happy and exciting place to be; the school's community plays an important role in shaping the young people into the adults they become when they go out into the world. Staff strive to do all they can to help each child reach their potential. Staff believe that school days should be filled, not only with learning, but with fun, friendship and memories to last a lifetime.

Ruislip High School

Ruislip High School opened its doors to its first cohort of Year 7 in September 2006. It is a mixed, comprehensive secondary school situated in South Ruislip. Ruislip High School has evolved into a school of choice in the local area with circa 1100 pupils. The school has been designated outstanding in both Ofsted inspections in 2007 and 2011. Ruislip High School's logo symbolises the school's motto -from grass roots, to reaching for the sky- which represents high aspirations and pupils' journey as they progress through the school.

Ryefield Primary School

Ryefield was established in 1960 and as a school community it strives for excellence. Ryefield is an excellent school where its children love learning and achieve the highest standards possible in a thriving multicultural learning environment. Above all Ryefield strives to touch the lives of all its children to ensure they grow up to be reflective, self-aware, and resourceful; they are at peace with themselves; empathetic towards others and confident young people.

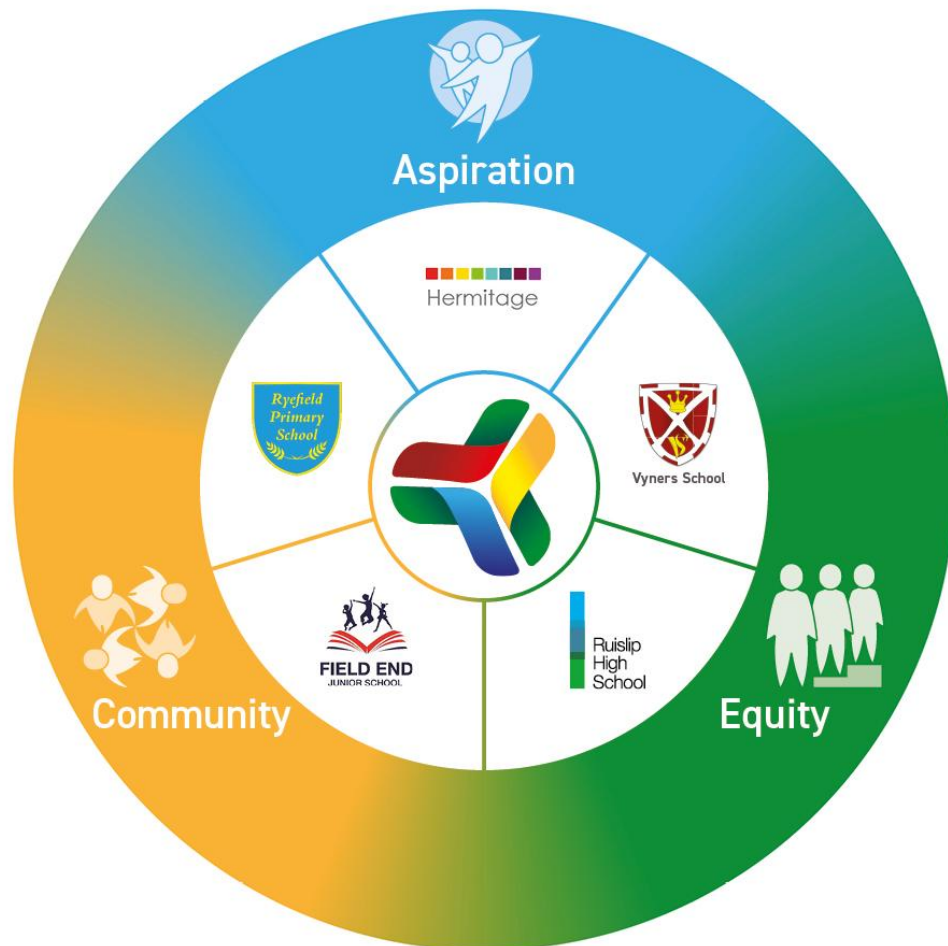
Vyners School

Vyners School was established in 1960. It is a highly oversubscribed mixed secondary, comprehensive school based in Ickenham with circa 1,200 pupils. Vyners is an extremely popular and successful school with an excellent reputation for academic achievement and extracurricular activities. Underpinned by its school's values -community, aspiration, respect and endeavour- Vyners prides itself on the positive relationships that exist in the school and the sense of being part of a happy community. In May 2019, Ofsted designated Vyners as outstanding as part of its Section 5 inspection.

Vanguard Learning Trust

Our vision

Outstanding, inclusive education



Core purpose

Vanguard Learning Trust's core purpose is to provide outstanding, inclusive education through collective responsibility across several, rather than individual, local schools. This provides a sustainable foundation allowing for a broader range of school improvement work including cross-phase, joint professional development opportunities as well as student activities. The collective responsibility allows schools and the central team to provide support and share expertise both within and beyond the Trust.

The Trust's values are represented by ACE:



Aspiration

Endless possibilities with limitless boundaries



Community

Collective responsibility, collaborating within and beyond the Trust



Equity

Opportunities for all to achieve equitable outcomes

Mission statement

As a group of local primary and secondary schools, Vanguard Learning Trust's mission is to serve its local community by providing outstanding, inclusive education. We have a collective purpose and responsibility to provide effective teaching, through a curriculum based on equality of opportunity and entitlement that allows our students to shine both in and out of the classroom. Each school in the Trust has its own ethos, which also complements the Trust's vision and values, and the common aspiration that all students can achieve their potential.

Job description: Lead School midday supervisory assistant (SMSA)

Reports to:	Assistant headteacher
Salary:	NJC scale 4, points 7 - 9 (£25,629 - £26,472 full-time equivalent) Starting: NJC scale 4, point 7. Actual salary: £7,481.43 (£25,629 full-time equivalent). Annual review and rising to the top of the range: NJC scale 4, point 9 Actual salary £7,727.51 (£26,472 full-time equivalent).
Working Days/hours:	Term-time (38 weeks per year), permanent position Monday - Friday (12.5 hours per week) 11.00am - 1.30pm
Start date:	As soon as possible
Location:	Hermitage Primary School

Overall Responsibilities:

Our lead SMSA will ensure the safety, welfare and good conduct, either individually or as part of a team, of children at lunchtimes. The postholder will have the responsibility to deploy the SMSA team as efficiently as possible, so that our children have a pleasant and enjoyable lunchtime. They will make a significant contribution to the vision and direction of Hermitage Primary School where aspiration, community and equity are the core values.

Main responsibilities and tasks

Behaviour support

Our Lead SMSA will:

- be a strong, positive role model for children and staff;
- be responsible to the Assistant Headteacher for the safety, welfare and conduct of our children and others on-site during lunchtimes;
- supervise all SMSAs in their duties;
- supervise the children at all times during lunchtime;
- lead on the play activities and opportunities available to our children at lunchtime (including ordering, and checking items for damage);
- manage children's behaviour through applying the school's behaviour policy;
- complete any documentation as required by the Operations Manager/SLT;
- devise rotas for the effective deployment of the SMSA team, as well as reorganise duties during absences and ensure appropriate supervision ratios;
- assist with the appointments of SMSAs;
- support the induction of new members to the SMSA team;
- ensure there is suitable play equipment in use on the playground and in classrooms during wet lunchtimes;
- ensure First Aid is provided and in the case of an accident relay information immediately to welfare and SLT;
- liaise with class teachers when necessary;
- lead on the appraisal objectives and processes, including training needs for the SMSA team;
- keep the appropriate person informed of any information that may relate to a child's health and safety;
- adhere to all school policies; and
- will carry out other duties commensurate to this role, as directed by the Operations Manager.

General Professional

Our Lead SMSA will:

- contribute to the overall ethos/aims of the school and trust;
- establish constructive relationships and communicate with staff;
- support the management of good behaviour across the school;
- attend and participate in regular meetings, as necessary;
- participate in training and other learning activities, and performance development, as required; and
- attend Health and Safety courses to keep up to date with legislation.

The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Health and Safety

All staff are expected:

- To be familiar with the school's policies that refer specifically to health and safety regulations and implement it as applicable within the department;
- To ensure that health and safety policies and practices, including risk assessments, throughout the department are in-line with national requirements and updated where necessary; and
- To have regard to health and safety across the school in all aspects of work, in line with the school's policies and keep up to date with all relevant policies and risk assessments.

Safeguarding

Hermitage Primary School and Vanguard Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS disclosure is required for all posts. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Equality and diversity

Hermitage Primary School and Vanguard Learning Trust embrace diversity and promote equality of opportunity.

Person Specification

For the supporting statement, applicants should address and evidence their experience, skills and qualifications in relation to the key criteria detailed in this person specification. This section should be no more than two sides of A4 font, size 12.

Qualifications and experience	Essential	Desirable	Method of Assessment
Level 2 NVQ		✓	1
A relevant First aid qualification		✓	1
Experience in building and sustaining good working relationships with children and staff, as well as the wider SMSA team.	✓		1
Experience in record keeping via online platforms (CPOMS)	✓		1

Skills, attributes and abilities	Essential	Desirable	Method of Assessment
The ability to act calmly and quickly under pressure or in an emergency	✓		2 & 3
The ability to dealing with issues and situations assertively, utilising tact and diplomacy	✓		2 & 3
The ability to respond flexibly to a diverse range of situations and needs	✓		2 & 3
The ability to manage team absences and plan for cover	✓		2 & 3
The ability to create a timetable for SMSAs.	✓		2 & 3
The ability to lead half-termly team meetings which provide professional support and development.	✓		2 & 3
The ability to work as part of a team and work under own initiative	✓		2 & 3
The ability to follow written and verbal instructions	✓		2 & 3
The ability to delegate and lead effectively.	✓		2 & 3

Personal skills and attributes	Essential	Desirable	Method of Assessment
Demonstrates an interest in and understanding of others	✓		2 & 3
Adapts to the team and builds team spirit	✓		2 & 3
Recognises and rewards the contribution of others	✓		2 & 3
Listens, consults others, and communicates proactively	✓		2 & 3
Supports and cares for others, using sensitivity, empathy and emotional intelligence.	✓		2 & 3
Develops and openly communicates self-insight	✓		2 & 3
Effectively diffuse challenge and conflict	✓		2 & 3
Enjoys being with children	✓		2 & 3
A willingness to be flexible	✓		2 & 3
A respect for confidentiality	✓		2 & 3
Excellent attendance and punctuality	✓		2 & 3
Patient, tolerant, sympathetic and, fair but firm	✓		2 & 3
Probes for further information or greater understanding of a problem	✓		2 & 3
Makes rational judgments from available information and analysis	✓		2 & 3
Produces workable solutions to a range of problems	✓		2 & 3
Demonstrates an understanding of how one issue may be a part of a much larger system	✓		2 & 3

Projects credibility	✓		2 & 3
Speaks clearly, fluently and with confidence	✓		2 & 3
Committed to safeguarding and promoting the welfare of children and young people	✓		1 & 3
Enthusiasm	✓		2 & 3
Sense of humour	✓		2 & 3
Flexibility	✓		1, 2 & 3
Show resilience under pressure	✓		1 & 3
To be a proactive member of the school community	✓		1, 2 & 3
Hard-working	✓		1 & 3
Personable and caring	✓		1 & 3
Common sense and initiative	✓		2 & 3
Ability and commitment to contribute fully to the tasks in school	✓		1, 2 & 3
To uphold the ethos of our school and the Trust	✓		1, 2 & 3
An interest in professional self-development and willingness to undertake child protection/First Aid training when required		✓	1 & 3
A willingness to contribute to the wider life of the school and the Trust		✓	1 & 3

Please note: the items highlighted in red are the main assessment criteria.

Key to methods of assessment

1. Application form and supporting statement
2. Final selection Interview
3. Tasks

All aspects of the personal specification will be assessed through the recruitment process. Applicants should ensure that all aspects of the qualifications and experience section are explicitly referred to in their application form including using the supporting statement if required.

How to apply

Application process

In addition to this candidate pack, the school's website ([click here](#)) will provide prospective applicants with all relevant information and publications.

Applicants should complete the application form, ensuring that their supporting statement relates to the personal specification provided in this pack and is no more than two sides of A4 font size 12.

In compliance with safer recruitment guidelines, CVs will not be accepted.

Completed application forms should be sent to Stephen Burns, Director of People, at recruitment@vlt.org.uk.

CLOSING DATE FOR APPLICATIONS: Monday 20th November 2023 at 10am

Interviews will be held on: Monday 27th November 2023

Please note, parking is not available on the school site but advice will be given regarding where parking is available locally if you are shortlisted for an interview.

Selection process

Full details will be provided to all candidates selected for the interview process; as noted, it will be held on 1 day and will include:

- written and/or practical tasks; and
- a panel interview.