



**LION**  
**ACADEMY**  
**TRUST**

**ADVERT**

**Midday Assistant**

**Sybourn Primary School**

**Information for Candidates**

**December 2023**

# Welcome from the CEO

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Dear Candidate,

Thank you for taking the time to apply for a role at the Lion Academy Trust. I am extremely proud of what our teams do on a daily basis - from teaching in classes that cater for the broadest range of needs and abilities through to the support teams that make sure that everything runs smoothly and ensures that our pupils, staff and visitors experience the very best of what primary-phase education can offer.

By seeking to engage with the Trust in applying for a new role, I would encourage you to explore our websites, social media feeds and where possible, speak to our staff about working for the Lion Academy Trust. We have high standards and expectations and work hard to make sure every pupil is afforded the education they deserve - but we cherish the staff we have and work as hard to ensure that we support and develop all our teams to achieve their full potential.

You will find all the details you need in the materials provided - if you are looking for an employer that will match and exceed your ambition to positively change the lives of the pupils and communities we serve, then the Lion Academy Trust may well be the employer for you.

Good luck on your journey to finding the right job and next steps in your career.



**Justin James**  
**Chief Executive Officer**

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# About the Trust

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The Lion Academy Trust was established in 2012 and has grown to run schools in London, Essex and Wellingborough. As a values-driven multi-academy trust, our moral foundations are the basis for the successes we have achieved:

## **The right to an outstanding education**

We believe that all children and students have the right to an outstanding education and access to outstanding facilities. Proven school improvement strategies and resources are deployed to meet local needs.

## **The relentless pursuit of excellence**

Our teams take responsibility to ensure that we deliver “good or better, every day”. Obstacles and barriers are overcome by clear, targeted support that drives the culture of sharing outstanding practice in the relentless pursuit of excellence.

## **Our pupils are the reason we exist**

Outstanding teaching and learning is central to every decision made and every development introduced. The Trust is tightly focused on pupils as our “stakeholders” and as the reason why the Trust and schools exist.

## **Centrally defined, locally implemented hubs of excellence**

Centralised design of pedagogy, policies and strategies are deployed via the three hubs with local relevance retained through transformative practice being implemented and developing communities of practice all working to achieve the same high standards and outcomes.

## **Investment in teams and practice is key to the transformation of education**

At the core of our ethos is the belief that investment in high-quality, bespoke training and development is critical to our continued ability to successfully transform education. This is to enable both staff and pupils to develop as individuals and as professionals in order to achieve excellence.

You will find that as a Trust and education service provider, we pride ourselves on the consistent application of what we can evidence that makes a difference; staff are measured by the impact they create, not the workload they manage. Our drive to make a tangible, positive difference in every community we serve, recognising the contribution and challenges our families can offer and are facing, means that we go beyond context or reasons ‘why not’ - and never lose sight of why we are here: every pupil in our schools.

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# About the School

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At Sybourn Primary school we live, work and learn through our five values:

- **ASPIRATION** – aspiring to be the best that we can be.
- **KINDNESS** – being kind to everybody – our peers, staff and the community.
- **RESPECT** – we listen to one another, we take feedback and we improve.
- **HONESTY** – we always tell the truth.
- **RESPONSIBILITY** - we take responsibility for our actions.

We are a popular and fully inclusive Primary school and serve the community in the East London area. We are committed to playing a leading role in the enhancement of all our pupils and set equally high standards for every member of our team. Every role, in every setting, can and will directly impact on how our pupils thrive during their time with us - we operate as one team, with one common goal - to ensure that we deliver the best possible education for every one of our pupils.

As a school, we benefit from being part of the Lion Academy Trust and deploying the proven systems and pedagogies to inform how we operate. From the highly resilient IT infrastructure to the fully resourced and sequenced curriculum - we proudly function as part of the family of Trust schools and celebrate the opportunities that being part of a high performing trust afford us.

We are looking for an exceptional candidates to become a Midday Assistant. If you are ambitious, hardworking and are looking for progression as well as benefiting from research based school improvement then this is the school to further develop your career. We are looking for an individual who is a passionate, committed and confident practitioner. We want to recruit staff that engage and inspire both pupils and colleagues. Ideal candidates will be resilient, hardworking and willing to go the extra mile to ensure that our provision is 'Good or better, everyday'.

The opportunities, skills, professional development, school improvement understanding and knowledge added to the opportunities for career progression in Lion Academy Trust and the success of the Trust through its approaches and track record mean that candidates can develop into highly successful leaders.

As an employer, we are forward-thinking, caring and, most important of all, a happy school where pupils of all abilities and social backgrounds achieve. Our values are at the heart of everything we do and all decisions we make. Our pupils are well-behaved and always aspire to be “the best versions of themselves”. The Trust believes in no ceilings and staff are promoted and supported on their abilities, merit, effectiveness and commitment to our children, not on hierarchy or length of service.

Thank you for taking the time to complete your application - you will find all the answers to any questions you may have in the supporting documents. Good luck with your application.



## Why work for the Lion Academy Trust?

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To support all our staff, the Trust is committed to finding ways to ensure that your personal, financial, professional and pastoral needs are met during your time with the Trust. Wherever possible, we seek out innovative and impactful ways to add real benefits to our teams - from helping with cost-of-living pressures, ensuring that professional development is readily and easily accessible through to wellbeing assistance - to ensure the work-life balance is being managed effectively.

Professional support is key - and the Trust has worked extensively to fund critical benefits such as:

- Additional non-contact time for teaching staff - over and above statutory PPA time; this equates to 15% non-contact time for class teachers.
- Deploying a fully-resourced, sequenced curriculum across 11 subjects;
- Unlimited access to CPD and career development through providers such as The National College and The Key;
- Funding annual pay increments - having previously provided a boost even when these are frozen nationally;
- Meeting or exceeding the terms set out in nationally agreed terms and conditions - for both teaching and support staff;
- Clear and well-implemented policies and professional standards - in key areas like behaviour, managing parental engagement and supporting staff in challenging situations.

You'll find a raft of programmes through our Perks at Work platform that includes benefits like:

- An electric car-lease scheme, through Tusker;
- Support for bicycle and IT equipment purchases via salary sacrifice schemes;
- Cash-back on large purchases across a range of leading retailers and chains;
- Access to our employee assistance programmes and wellbeing schemes like free eye tests for display screen users; and
- Comprehensive access to support for staff and their families - including online fitness sessions, counselling and legal and financial advice.

And as an employer, we know the little things add up to happier, more productive member of staff - so we ensure:

- Free tea and coffee in all our settings;
- Actively implementing workload reduction measures around marking, lesson planning and data tracking;
- Paying staff to run clubs - and fully funding all after school clubs for our pupils;
- Minimising the impact of twilight and INSET days by planning these and managing these clearly throughout each term;
- Systems and core infrastructures work - printers, IT devices and networks, data management platforms - all are extensively vetted, tested and maintained - reducing stress, disruption and aggravation for busy staff; and
- Consistently applying our policies in every setting - and priding ourselves on being a fair and transparent employer.

And set above all this - the biggest benefit of working for The Lion Academy Trust is the pupils who come to our schools every day. The impact we have on their life chances and the preparation for the secondary phase of education and beyond is critical. By joining the Lion Academy Trust, in any role or function, you will directly benefit from being part of the team that has transformed the lives of every child who has attended one of our schools.

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# Lion Learning Pathways

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In addition to a leading CPD programme and published resources, to support every school role, every Trust school has access to the Lion Learning Pathways. A programme of tried-and-tested guides and lesson formats to help build and enhance the progression of learning required by the National Curriculum. An invaluable resource providing all your teaching and learning content requirements – split by key stage to support Year 1 to Year 6.

As an educator within our Trust, the Lion Pathways Teacher supports workload reduction - the provision of content-rich, fully resourced subjects - via planning aides and digitised lessons means less time / resource on sourcing material; more time and focus on precision teaching. Learn more at <https://lionpathways.net/>

## Reap the benefits:



**Quality lessons**



**Engaging content**



**Class collaboration**



**Easy assessments**

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# Job Profile

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Job Details	
Job title	Midday Assistant
School	Sybourn Primary School
Responsible to	Phase Leader
Location	London
Salary	MPS1-UPS3 Outer London
Contract Type	Permanent

## **Job Purpose**

Under the direction of the midday supervisor, phase leader & leadership team, to effectively supervise pupils during the lunch period, providing a continuous presence. To ensure the safety, welfare and conduct of pupils in accordance with school policy. To engage with children in play and ensure playground equipment is used safely and appropriately. To ensure playground equipment is stored correctly and securely. To put out equipment at the beginning of the lunchtime and ensure it is put away at the end of lunchtime.

Midday Assistants have a shared role within the school in helping to raise the social achievements of pupils. They are responsible for ensuring that lunchtimes are an enjoyable and safe experience for all the children, so that they are physically and mentally prepared to learn during the afternoon

## **Major Tasks, Duties and Responsibilities**

- To engage children in positive play, aiding the development of social skills in the playground.
  - To assist with playground equipment, it's storage and use.
  - To ensure all equipment is safe and appropriate for use by children.
  - To ensure that all equipment is used in a safe manner by children.
  - To liaise with the Midday Supervisor regarding the purchase of new equipment when necessary.
  - To promote the school behaviour policy, assisting with maintaining discipline and supporting children to resolving conflicts in a positive way. To deal with incidents of misbehaviour by appropriate intervention and report serious incidents to the Midday Supervisor.
  - To tend to pupils who are sick or injured in accordance with the school's accident/injuries procedures, administering initial first aid and reporting serious injuries to the Midday Supervisor and Class Teacher, Phase Leader and/or Health & Welfare Administrator as appropriate.
  - To be responsible for supervising a group of pupils in the dining hall and other parts of the school during the lunch period, helping to organise the dining area and playground space appropriately.
  - To assist in the dining area and encourage good eating practices, ensuring safety with cutlery and courtesy towards servers and monitors.
  - To encourage children to eat their midday meal and assist with cutting up food, pouring liquids, etc where necessary, paying particular attention to those with special needs or disabilities.
  - To be aware of pupils on special or restricted diets from information provided.
  - To deal promptly with minor incidents, e.g. cleaning up food spillages, pupils' accidents with toileting and changing clothes.
  - To ensure all areas are left clean and tidy in accordance with hygiene, health and safety procedures. Cleaning of the tables and hall as required.
  - To assist with both inside and outside play activities encouraging all children to take part, to co-operate and show respect for others.
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- To ensure that pupils keep out of areas that are out of bounds and don't leave the school premises.
- To be aware of security procedures with regard to entrance and exits and to approach visitors and direct them to the appropriate contact person.
- To be aware of responsibilities under safeguarding procedures and report any concerns to a senior supervisor or the head teacher.
- To take part in the school's performance management framework for support staff and participate in training and development activities as required.
- To ensure lost property left in the dining hall and playground area are collected and dealt with.
- In addition to the specific responsibilities of the post, as a member of the support team, the post holder will be expected to assist with other tasks of a similar nature, appropriate to the grade, as directed by the head teacher.

#### **Other Duties**

- To act as first aider, completing training as appropriate
- Have a full commitment to the School's Equal Opportunities Policy and acceptance of personal responsibility for its practical application. All employees are required to comply with and promote the policy and to ensure that discrimination is eliminated in the service of the school.
- Uphold and comply with the statutory provisions of the Health and Safety at Work Act 1974 and any other associated legislation or school's policies and procedures.
- To be aware of fire prevention and drill procedures.
- Complete training as required,
- To maintain confidentiality.

#### **Other Requirements**

To have an up-to-date Enhanced DBS Disclosure

*This job description sets out the duties of the post at the time it was drawn up.*

*The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the Head Teacher within the school as may be reasonably expected.*

*This is not a common occurrence and would not justify a reconsideration of the grading of the post.*

*Please be mindful that this role can be subject to review by the Lion Academy Trust or you at any appropriate time in consultation with you.*

# Person Specification

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This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

**Essential:** Requirements without which the job could not be done.

**Desirable:** Requirements that would enable the candidate to perform the job well.

**Evidence:** A = Application Form, I = Interview, R = Reference.

Qualifications and Professional Development	Essential	Desirable	Evidence
Literate - Able to read and understand instructions	X		A, I
Numerate - Able to do simple calculations and timesheets	x		A, I
First aid certification (or willingness to undertake training)	X		A, I
Safeguarding training (or willingness to undertake training)	X		A, I, R
<b>Experience</b>			
Working with Children or Young People		X	A,I
<b>Skills and Attributes</b>			
Enjoy working with children	X		A, I, R
Ability to respond calmly to emergencies	X		A, I, R
Display total confidentiality, honesty, integrity and reliability	X		A, I, R
Willingness to be helpful and support the staff and school in practical ways	X		A, I, R
<b>Other job requirements</b>			
Willingness to undertake in service training	X		I
Good level of general fitness	X		I, M

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# How to Apply

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The closing date for applications is 08/01/2024 at 09:00 with interviews to take place between 17/01/2024 and 19/01/2024

Application forms must be completed in full and applicants should directly address the skills and experience outlined in the person specification. Completed applications should be sent to [recruitment@sybourprimary.net](mailto:recruitment@sybourprimary.net)

Further information about the role and an application form can be found [here](#).

For more information about this position, to have a confidential discussion about the role or to arrange a tour please contact

Amber Forde, Assistant Head Teacher via email [school@sybournprimary.net](mailto:school@sybournprimary.net)

Details about the school can be found at: <https://www.sybournprimary.net/>

The successful candidate will require two positive references from current and previous employers. The position is subject to an enhanced DBS and medical checks.

***The Lion Academy Trust is an equal opportunities employer and is committed to safeguarding and protecting the welfare of children.***

