SEARCH Education Trust

Strong, Sustainable, Successful Schools

Job Pack

SMSA- Mid-Day Mealtime Supervisor

Content

CEO Letter	**Page 3**
Job Description	**Page 4**
Person Specification	**Page 7**
Job advert	**Page 8**

December 2023

Dear Applicant,

I am delighted that you have chosen to apply for a post with SEARCH Education Trust. We are a family of schools focused on positively transforming the lives of our students! We believe passionately in the power of 'stronger together'.

The SEARCH Education Trust is founded upon the following principles:

- **Subsidiarity** - the Central Trust performs only those functions which are better undertaken together to improve quality, efficiency and sustainability;
- **Empowerment** – of schools and young people to overcome the disadvantages resulting from background, personal circumstances or characteristics; helping them to become leaders and courageous advocates of justice, fairness and equity;
- **Autonomy** – which is aligned and accountable within a framework of shared understanding and which balances freedom and independence, with unity of purpose;
- **Resilience** – the ability to adapt and recover quickly from challenging situations and see problems as opportunities to build something better;
- **Community** – a focus on people working together for the good of each other, celebrating difference and diversity and seeing the humanity which unites us all;
- **Honesty** - the quality of being open and transparent which enables good listening, fosters mutual trust and supports good decision making.

This form part of our SEARCH vision which is at the heart of our community, provides a space within the wider education system where schools can come to work together, to grow and flourish.

I have been a proud member of the trust for 14 years and am excited to now have the privilege of leading our group of strengthening and growing schools.

Choosing the SEARCH Education Trust means making the choice to be part of an evolving, ambitious and supportive Trust where you are valued, encouraged and can develop your talents whatever they may be and be looked after in your journey. We look forward to receiving your application.



Yours
Faithfully
Mrs Elen
Roberts
Executive Headteacher
For and on behalf of SEARCH Education Trust

Job description

Post	**School Mid-day Mealtime Supervisor**
Grade	**Scale 1 £24,012 pro rata actual salary £6,459.99**
Contract	**Permanent**
Hours	**10 hours a week term time only (2 hours each day over the lunch period)**
Responsible to	**Head of Department**

Purpose

You will be required to support pupils during lunchtime, this may include supporting in the lunch hall or playground. You may be required to support in classes briefly before and after lunch within the allocated hours.

The successful candidates will make an important contribution to the school ethos. From time to time you may be asked to cover for absences within the school (this is optional)

Principal Accountabilities

- To be responsible as part of a team, for the supervision of pupils during the school lunch time
- To support pupils with mealtimes including serving, feeding and clearing
- To support pupils in accessing playtime, leisure and lunchtime clubs to work in cooperation with school staff to support students
- To support students to be ready for lunch, this may include personal care and transitioning students from class
- To support class teams in the classroom under the direction of the class teacher within the time allocation
- To promote the school's ethos and values
- To promote school policies, particularly with regard to pupils' health and safety and safeguarding. To support the school's approach to support, wellbeing and behaviour. To ensure that the restaurant is clean and tidy during lunch time and at the end of lunch

Main Activities and Responsibilities

Promoting a positive mealtime environment

- To communicate calmly and follow individual communication systems
- To ensure concerns are reported on to an appropriate member of staff
- To ensure effective liaison with all individuals to promote pupils' health, safety and well being
- To work in a way that promotes the school's Single Equalities Scheme
- To uphold the school's Values, vision and ethos

Promoting a professional image

- To act as a positive role model
- To undertake appropriate training as required
- To be part of developing a common purpose and shared vision amongst the team

Pupil Outcomes

- To support the Staff Team in ensuring a safe environment
- To seek and implement modifications and improvement when required

Additional Duties

- To carry out any other duty as may be determined as necessary and within the competence of the postholder by the head teacher or member of the SLT
- This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and not part of it may be so construed.
- This job description is not necessarily a comprehensive definition. It will be reviewed annually. SMSAs may be requested by the school to cover for sickness absence of staff from time to time (optional)

Key Organisational Objectives

The postholder will contribute to the SET objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the Trust's Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Adopting Customer Care and Quality initiatives.
- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned.

Safeguarding Children

SET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their

application, prior to taking up post they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the Trust Equalities policies.

Date signed: ……..

Signature of postholder: ……..

Name of postholder: ……..

Person specification

	Essential	Desirable
Experience		
Evidence of good attendance and punctuality	✔	
Understanding of the principles involved in safeguarding children	✔	
Skills		
Personal		
Quiet, firm and fair management of young people through good communication skills.	✔	
Persistence in following things through.	✔	
Ability to understand and apply instructions from the Senior Supervisor in respect of the supervision and control of pupils during the mid-day break. 4	✔	
Ability to work independently or as a member of a team	✔	
Ability to judge when advice / assistance is needed to meet pupils' needs and to react calmly in an emergency.	✔	
Willingness to learn and to implement school rules concerning behaviour	✔	
Other		
Commitment to safeguarding and promoting the welfare of children and young people	✔	
Support for the school's and the LA's Equal Opportunities Policy and policies on Behaviour and Health and Safety	✔	

The Grove School, part of the SEARCH Education Trust, is committed to safeguarding and promoting the welfare of our students and young people. The successful applicant will therefore be required to complete checks in line with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks.

We encourage applications from all sectors of the community to reflect our diverse student population.

SMSA - Mid-Day Mealtime Supervisor

Salary: Scale 1 £24,012 pro rata actual salary £6,459.99

Location: Haringey

Contract Term: 10 hours a week term time only (2 hours each day over the lunch period)

Closing Date: 10 a.m. on Monday 8th January 2024

Interviews: TBC

Start Date: As soon as possible

The Grove School is a brand new special school for young people with autism opened in September 2018 in Haringey as part of the SEARCH Education Trust.

We wish to appoint, a group of SMSAs (Midday Supervisors) who will join our expanding team.

You will be required to support pupils during lunchtime, this may include supporting in the lunch hall or playground. You may be required to support in classes briefly before and after lunch within the allocated hours.

The successful candidates will make an important contribution to the school ethos. From time to time you may be asked to cover for absences within the school (this is optional).

The post would ideally suit somebody who lives locally.

The successful candidate will have:

- Some experience of working with students (possibly with additional needs including autism)
- A flexible and proactive approach to supporting students
- Ability to communicate well with students, teachers and adults
- Completion, or the readiness to complete an induction programme
- A commitment to safeguarding children

For further information, please contact our school office on 020 3876 6555 or via our email at office@thegroveschool.co.uk. Application packs can be downloaded from TES online or the school website: www.thegroveschool.co.uk.

You can access some virtual tours and our prospectus on our website at **www.thegroveschool.co.uk**

Completed application forms should be submitted on TES by **10am on Monday 8th January 2024.** Interview date to be confirmed.

NB: Please note that in line with the new Keeping Children Safe in Education updates, an online search will be conducted as part of our due diligence checks on all shortlisted candidates. CV's or incomplete application forms will not be considered. Only those that are shortlisted will be contacted by the school. Applications may be considered whilst the posts are being advertised. SEARCH Education Trust reserves the right to close adverts earlier than the stated deadline. We advise early applications are submitted.