

A logo of a tree with leaves coming out of a book

Description automatically generated

**Lunchtime Supervisor Application Pack**

Contents

[Letter from Catherine Paine, Chief Executive Officer 3](#_Toc150169450)

[Our Cornerstones and Touchstones 4](#_Toc150169451)

[The role 5](#_Toc150169452)

[The application 7](#_Toc150169453)

[The application process and timetable 7](#_Toc150169454)

[Safeguarding, Safer Recruitment and Data Protection 8](#_Toc150169455)

[Job Description 9](#_Toc150169456)

[Person Specification 11](#_Toc150169457)

**Letter from Catherine Paine, Chief Executive Officer**

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven’t previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Employees within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is, you then we would be delighted to receive your application.

**Catherine Paine**

**CEO**

# Our Cornerstones and Touchstones

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: [www.reach2.org](http://www.reach2.org)

# The role

**Lunchtime Supervisor at Manor Park Primary Academy, Church Lane, Aston, Birmingham, B6 5UQ**

Are you someone who believes in learning without limits? Do you want the opportunity to be part of a unique team? Are you passionate that all children deserve the very best learning opportunities and want to build a brighter future for our pupils? If so, we would love to hear from you!

We are looking for a highly skilled, dedicated, and enthusiastic **Lunchtime Supervisor** to join our staff team. You need to be committed to providing children with a safe and enjoyable lunchtime period. You will assist with pupils’ table manners and use of cutlery and will also be responsible for coordinating a range of interactive play activities, administering minor first aid and ensuring the welfare and safety of the pupils.

As a Lunchtime Supervisor, you will be passionate about ensuring the best outcomes for children and giving them every opportunity to succeed. At Manor Park Primary Academy every child is respected and treated as an individual, with no limits placed on their learning – just opportunities to continually improve. We give all children the opportunity to challenge themselves through a range of tasks and activities – empowering children to take ownership and responsibility for their own learning.

**Working hours**:

* 7 hours 30 minutes per week
* Monday to Friday
* 12.10 pm – 1.40 pm

**In turn, we can offer you:**

* Great facilities to create a vibrant, stimulating learning environment for children
* An opportunity for you to put your mark on a ‘blank canvas’ and contribute to the development of a new school – ‘a once in a career opportunity’.
* A supportive Leadership team who will encourage innovation and initiative.
* A wider network within REAch2 Academy Trust of support, exceptional practice and excellent CPD

If you feel you have all the necessary attributes, are highly motivated, committed to making a positive difference to children’s lives and want to be part of creating a legacy for the future - apply now! We look forward to receiving your application.

**Background Information about the School**

We are a two-form entry primary school and nursery situated in the heart of Aston; a stone’s throw away from Birmingham City Centre. We welcome pupils aged 3 – 11 years old and we are a non-denominational school welcoming pupils from multiple faiths and backgrounds in a vibrant and multicultural community.

We are proud to serve over 30 different ethnic groups that represent our school community. Most of our pupils have English as an Additional Language and this enhances the rich, diverse ethos of our school.

Our whole building has recently been refurbished with new windows and central heating throughout. We have invested heavily in new carpets, sink areas and freshly painted walls in every classroom to ensure a comfortable and purposeful environment for our children and visitors. We have also recently installed a state-of-the-art food technology facility.

Though our school lies in an inner-city area, we are privileged with extensive outdoor spaces. There are 2 playgrounds, a field, a woodland area and further green spaces for gardening, growing food, and sensory and wellbeing fulfilment.

We are a caring employer who invests in the future of our employees, as only through their excellence can we deliver excellence for the children and families whom we serve. To see more information about the school, please visit our website [Manor Park Primary Academy](https://www.manorparkacademy.co.uk/)

As a member of the REAch2 Trust, a national family of primary academies, Manor Park Primary Academy is committed to raising standards and achieving excellent for all pupils whatever their background or circumstance. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike. Manor Park Primary Academy is committed to safeguarding and promoting the welfare of children and young people / vulnerable adults and expects all staff and volunteers to share this commitment. This position is subject to an enhanced DBS check and satisfactory written references.

# The application

You are invited to submit an application form to **Christine Chapman, Headteacher** by email [recruitment@reach2.org](mailto:recruitment@reach2.org)

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust’s online [Equality & Diversity Monitoring Form](https://forms.office.com/Pages/ResponsePage.aspx?id=EGorfMwEtEi30d9QFOXXNJ4DEcgd411KhzIQrNunT_hUMlJXTkhNVlE0SlhKV0FWTEk2Wkw1TTUwRS4u) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion or school visit please contact the school office on **0121 327 102** or via email [enquiry@manorparkacademy.org](mailto:enquiry@manorparkacademy.org)

## The application process and timetable

|  |  |  |  |
| --- | --- | --- | --- |
| **Application deadline:** | |  | | --- | | Friday 26th 2024 midday | |  | |
| **Interviews:** | TBC |
| **Contract:** | Permanent, Part-time, 7.5 hours per week. Term-Time and 5 inset days plus holidays |
| **Salary:** | Birmingham NJC Pay Range Grade 2 £22,366 FTE pro rata salary |
| **Job starts** | As soon as is possible |

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](https://reach2.org/wp-content/uploads/2020/01/Privacy-Notice-Job-Applications.pdf).

# Job Description

**Post: Lunchtime Supervisor**

**Responsible to: Senior Lunchtime Supervisor/ Head Teacher**

**Core Purpose**

Under the direction of the supervisor/head teacher, 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.

Lunchtime Supervisors 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.

**Responsibilities**

* To be responsible for supervising groups 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 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 through appropriate intervention and report serious incidents to the senior midday supervisor/duty teacher/head teacher as appropriate.
* 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 for medical reasons from information provided.
* To deal promptly with minor incidents, e.g. cleaning up food spillages,
* 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 named first aider and/or supervisor/head teacher as appropriate.
* To ensure all areas are left clean and tidy in accordance with hygiene, health and safety procedures.
* To occasionally assist with both inside and outside play activities encouraging all children to take part, to co-operate and show respect for others.
* 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 child protection legislation 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.
* 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.

**Additional Information**

The duties outlined in the Job Description may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment.

REAch2 is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. This post is subject to an Enhanced DBS with a Children’s Barred List Check and two satisfactory references.

# Person Specification

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Right to work in the UK | **\*** |  |
| Enhanced DBS Check | **\*** |  |
| **Experience** | | |
| Experience of working with children | **\*** |  |
| Experience of working as part of a team to achieve objectives |  | **\*** |
| **Education/ Qualifications** | | |
| Current First Aid Certificate |  | \* |
| Current Food Hygiene Certificate |  | \* |
| **Skills and abilities** | | |
| Ability to have positive interactions with adults and children of all ages | \* |  |
| Ability to work with children from a wide range of social and cultural backgrounds | \* |  |
| Ability to help children resolve conflicts constructively | \* |  |
| Ability to deal in a calm and confident manner with behavioural issues | \* |  |
| Ability to deal effectively with minor accidents and injuries | \* |  |
| Able to maintain confidentiality at all times about school issues, within school and in the wider community | \* |  |
| Good organising and prioritising skills | \* |  |
| Knowledge and understanding of Health & Safety standards within a school setting, particularly security |  | \* |
| **Other factors** | | |
| Commitment to Reach2’s Equal Opportunities Policy and Acceptance of their responsibility for its practical application. | \* |  |
| Commitment to understand and comply with the requirements of the Health and Safety at Work Act 1974. | \* |  |

All staff are expected to understand and be committed and to contribute to Trust’s commitment to Equal Opportunities for all.