



Recruitment Pack

Lunchtime Supervisor

Location: **Veritas Primary Academy – Reach2 Academy Trust**

Veritas Primary Academy
Weston Road
Stafford
ST18 0FL

Tel: 01785 333 400

www.veritasprimaryacademy.com
office@veritasprimaryacademy.com

www.reach2.org

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The application process and timetable

Closing date for applications – Friday 23rd February 2018

Interviews – TBC

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

The application

You are invited to submit an application form, which is available together with this document or from our school website- www.veritasprimaryacademy.com

Veritas Primary Academy and REACH2 Academy Trust has an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete and return the Equal Opportunities Monitoring form with their application.

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

Completed Application form and Equal Opportunities Monitoring form should be sent to:

Lucy Henderson, School Business Manager, Veritas Primary Academy, Weston Road, Stafford, ST18 0FL or by email to

lucy.henderson@veritasprimaryacademy.com

Welcome Message from Angela Kerr, Headteacher

Dear Applicant,

Veritas Primary Academy is a two form entry school from Reception up to Year 6. We are a child-centred school where all stakeholders are encouraged to take an active part in school life. We believe in developing the whole child and foster a love of learning in all our children. We want them to enjoy every minute of their school day; to be engaged, surprised and challenged and to help them develop into bright, caring and confident citizens.

As a member of the Reach2 family of schools we can access the support and advice of the country's largest primary only academy trust. Reach2 are passionate about developing their people which ensures outstanding CPD and career progression opportunities. We also work hand in hand with all Reach2 schools within the West Midlands region allowing us to share expertise and resources locally.

The Reach2 philosophy is clear – a cornerstone of exceptional teaching experiences with shared values of learning, leadership, enjoyment, inclusion, inspiration, responsibility and integrity. As a result of this ethos we see high achievement across all of our schools and are one of the best performing trusts in the country. We seek to achieve this in every Reach2 school, children only get one chance at their education – we have to ensure that it is the best chance possible.

If you feel that you would like to be part of a team that is committed to excellence we would like to hear from you.

We are an equal opportunities employer and welcome applications from all people who meet the job specification.

Angela Kerr
Headteacher

Contact Details

Veritas Primary Academy
Weston Road
Stafford
ST18 0FL

Tel: 01785 333 400

Email office@veritasprimaryacademy.com

Headteacher: Miss Angela Kerr

Our cornerstones and touchstones

REAch2 is a cornerstone of every academy in the Trust: a strong, responsible foundation providing a solid base, from which every academy can build and grow. Defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

What gives each REAch2 Academy its uniqueness are the touchstones of the Trust: seven principles which make our Academies distinctive. 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.

The touchstones are:

- **Learning:** children and adults will flourish in their learning and through learning discover a future that is worth pursuing;
- **Leadership:** we aspire to an unwavering emphasis on the highest quality of leadership at all levels. The Trust seeks out talent, develops potential and spots the “possible” in people as well as the “actual”.
- **Enjoyment:** 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 will release in children their natural curiosity, fun and determination.

- **Inspiration:** inspiration breathes energy and intent into our schools: through influential experiences of people and place, children are compelled to believe that no mountain is too high and that nothing is impossible.
- **Inclusion:** we celebrate the economic, social and religious differences that serving a range of communities across the country brings and we encourage diversity. Embracing inclusion, particularly those children with special education needs, ensures that the Trust serves all and believes everyone can and must succeed.
- **Responsibility:** we take accountability seriously and by being responsible for every child, we act judiciously with control and care. We don't make excuses, but mindfully answer for actions and continually seek to make improvements.
- **Integrity:** we are a trust that has a strong moral purpose. As a Trust we recognise that we lead by example and if we want children to grow up behaving appropriately and with integrity then we must model this behaviour. We welcome the fact that all our decisions and actions are open to scrutiny.

You can learn more about the touchstones, and hear from staff and pupils across REAch2 schools, at our website: www.reach2.org

Job Description

Post:	Lunchtime Supervisor
Salary:	National Living Wage, Salary Point 13, £16,491
Actual Salary:	£4,294.78 per annum
Responsible to:	Headteacher/Catering Manager

Job 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.

Duties and 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, eg 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.

PERSON SPECIFICATION

JOB REQUIREMENTS	Essential	Desirable
<u>Qualifications and Experience</u>		
Current First Aid Certificate		✓
Experience of working with children	✓	
Experience of working as part of a team to achieve objectives		✓
<u>Education and Training</u>		
Ability to communicate effectively in English	✓	
Ability to speak a community language other than English		✓
<u>Skills, knowledge and abilities</u>		
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	✓	
Knowledge and understanding of Health & Safety standards within a school setting, particularly security		✓
Knowledge of good safeguarding practices and how to keep children safe.		✓

