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**Lower Farm Academy**

**Lunchtime Supervisor Application Pack**

**Location:** ***Lower Farm Academy, Milking Lane, Weddington, Nuneaton, CV10 OFG***

**REAch2 Registered address:**

**REAch2 Academy Trust**

Henhurst Ridge Primary Academy

Henhurst Ridge

Branston

Burton-Upon-Trent

DE13 9TQ

[www.reach2.org](http://www.reach2.org)



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**Letter from Sir Steve Lancashire, Chief Executive, REAch2 Academy Trust**

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 has academies based all across England and includes schools at various 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.

Teachers 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.

Sir Steve Lancashire

Chief Executive, REAch2 Academy Trust

**The application process**

You are invited to submit an application form, which is available together with this document.

REAch2 Academy Trust has an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete and return the Equal Opportunities Monitoring form separately with their application.

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

**To arrange an informal discussion please contact:** **Andy How, Head Teacher**

Email address: **head@lowerfarmacademy.org**

Telephone number**: 07769 961756**

**Completed application forms should be sent to:**

Email address: **sbm@lowerfarmacademy.org**

Telephone number**: 07769 961756**

Postal address: Lower Farm Academy, Milking Lane, Nuneaton, CV10 0FG

Completed Equal opportunities monitoring forms should be sent to

**HR Recruitment**

**REAch2 Academy Trust**

Henhurst Ridge Primary Academy

Henhurst Ridge

Burton on Trent

DE13 9TQ

**Email:** **recruitment@reach2.org**

**About the role**

Lower Farm Academy is looking for a pro-active, dedicated Lunchtime Supervisor to join our team.

**The successful candidate will:**

* Ideally have previous experience in a school environment, although this is not essential.
* be enthusiastic, highly motivated, enjoy working with young children and be passionate about making a positive difference to children’s lives.
* be able to work as part of a successful, hardworking, dedicated team

**Background on REAch2**

Founded in 2012, REAch2 Academy Trust is the largest primary-only academy trust in the country. We are a growing charitable organisation currently supporting over 50 primary academies across England.

We are a family that delivers school to school improvement, going the extra mile for all our children. We are passionate about dispelling the myth that only certain children are able to achieve.

With extensive school reform and proven educational excellence in our core staff, REAch2 set a mission: to help struggling schools to improve their provision and to offer outstanding education to our pupils, from disadvantaged or deprived communities. The drive was not to grow an empire of schools, but rather the compulsion to share our proven approach to sustained school improvement for the benefit of children and their communities.

But REAch2 is about so much more, offering a richness of experience that gives real colour throughout the time our children spend with us.

Schools, staff and children within the Trust benefit from a strong ethos of support and collaboration across the REAch2 family. Teachers within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities.

**Our Cornerstones and Touchstones**

REAch2 is the Cornerstone of the entire Trust: providing a strong, responsible foundation from which every Academy develops and grows. A cornerstone provides a subtle yet paramount role in a building and ensures that REAch2 id trustworthy, reliable and inspirational organization, delivering the best possible learning experience.

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 are used to express values and ethos of the Trust. They describe what the Trust wants to be known for and how it wishes to operate.

**What are these Touchstones?**



Children and adults will flourish in REAch2 academies: academically, emotionally, physically and spiritually so that all dimensions of humanity are nurtured.

We notice talent and spot the ‘possible’ in people as well as the ‘actual’; Developing potential within in our Trust becomes a realization 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, will release in children their natural curiosity, fun and determination.

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.

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 and must succeed.

**You can learn more about the touchstones, and hear from staff and pupils across REAch2 schools, at our website:** [**www.reach2.org**](http://www.reach2.org)

**Job Description**

**Post: Lunchtime Supervisor**

Salary Range: SCP 1-3 - £9.00 per hour – Real Living Wage (1.5 hours per day) 5 days per week, term time + inset training days. Actual Salary £3001.05

FTE Salary: £17364 per annum.

Responsible to: School Business Manager/Head Teacher

TERMS AND CONDITIONS OF EMPLOYMENT

The responsibilities detailed below are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment). The post-holder is also subject to:

The Academy’s policies as specified by REAch2, the REAch2 Staffs Multi-Academy Trust (West Mids MAT), the Executive Principal (EP) and / or the Local Governing Body (LGB);

The Academy’s procedures and practices as specified by the Head.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed. It is not necessarily a comprehensive definition of the post; it will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post-holder.

**Main Purposes of Role:**

* To work under the direction and instruction of the senior lunchtime supervisor to provide appropriate support on a one-to one basis to children with additional needs and / or 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 a group of pupils and provide appropriate support to children in the dining hall and other parts of the school during the lunch period, helping to organise the dining area and playground space appropriately.
* Collection of lunches from local high school with hours increasing after October to return
* 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 behaviour by 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.
* 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, pupils’ accidents with toileting and changing clothes.
* 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 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 entrances 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**

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

A = Application Form, I = Interview

Lower Farm Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.