



EXCEPTIONAL OPPORTUNITIES FOR LEARNING



## Midday Supervisor Application Pack



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## Letter from Catherine Paine, Chief Executive Designate

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

Chief Executive Designate, REAch2 Academy Trust



# Letter from Andy How, Head Teacher, Lower Farm Academy

Dear Candidate,

At Lower Farm, we pride ourselves on the high expectations we place on the personal development, academic achievements and behaviour of all our pupils. We endeavour to foster strong relationships between children, staff, parents, governors and the wider community and welcome the opportunity to work with you to develop ambitious, confident and inquisitive children. Lower Farm is an inclusive setting with an engaging and creative curriculum to ensure that each child is given every opportunity to reach their full potential.

As a Teaching Assistant, you will be passionate about ensuring the best outcomes for children and giving them every opportunity to succeed. At Lower Farm, 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.

We are looking for a highly skilled, dedicated and enthusiastic Teaching Assistant to join our new staff team. You need to be committed to providing children with exceptional learning opportunities in a fun and caring environment, committed to teamwork, have a can-do attitude with a good sense of humour and be prepared to go that extra mile.

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!

Thank you for showing an interest in Lower Farm Academy and I look forward to meeting you and showing you what a fantastic place of learning Lower Farm Academy is.

**Andy How**

## Our Cornerstones and Touchstones

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

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

### **Midday Supervisor at Lower Farm Academy**

**Post:** Lunchtime Supervisor September 2023

**Location:** Lower Farm Academy, Milking Lane, Nuneaton, CV10 0FG

**Employer:** Reach2 Academy Trust

**Terms:** 5 hours per week/ Term Time only

**Salary:** £10.50ph RLW £20,258 per annum per annum pro- rata. Actual Salary £2334

### **About the Role:**

Due to the continued growth of our school we are looking to appoint a caring and dynamic lunchtime supervisor who will be responsible for overseeing children throughout the 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.

This is an exciting opportunity; we look forward to receiving your application.

# The application

You are invited to submit an application form to **Andy How, Head Teacher via email at [head@lowerfarmacademy.org](mailto:head@lowerfarmacademy.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](#) separately.

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 via email at [head@lowerfarmacademy.org](mailto:head@lowerfarmacademy.org)**

## The application process and timetable

<b>Application deadline:</b>	Tuesday 8 <sup>th</sup> August 2023 12 noon
<b>School visits:</b>	Please call to arrange an informal chat
<b>Interviews:</b>	Wednesday 9 <sup>th</sup> August 2023
<b>Contract details:</b>	Permanent
<b>Salary:</b>	£2334 RLW £10.50 per hour
<b>Start date:</b>	September 1 <sup>st</sup> 2023

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 academies and academy personnel 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 of our pupils.

We have a principle of open competition in our approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process aims to ensure the identification of the person best suited to the job based on the applicant's abilities, qualifications, experience and merit 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 after six months from notifying unsuccessful candidates, 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 details will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](#)



## Job Description

**Post:** Lunchtime Supervisor Start date ASAP dependant on cleared checks

Salary Range: £10.50 per hour RLW, 1 hour per day, 5 hours per week 5 days per week, term time only + inset training days. Actual annual Salary £2334

FTE Salary: £20,258 per annum.

Responsible to: Office 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 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 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.

- 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.
- 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.

	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.