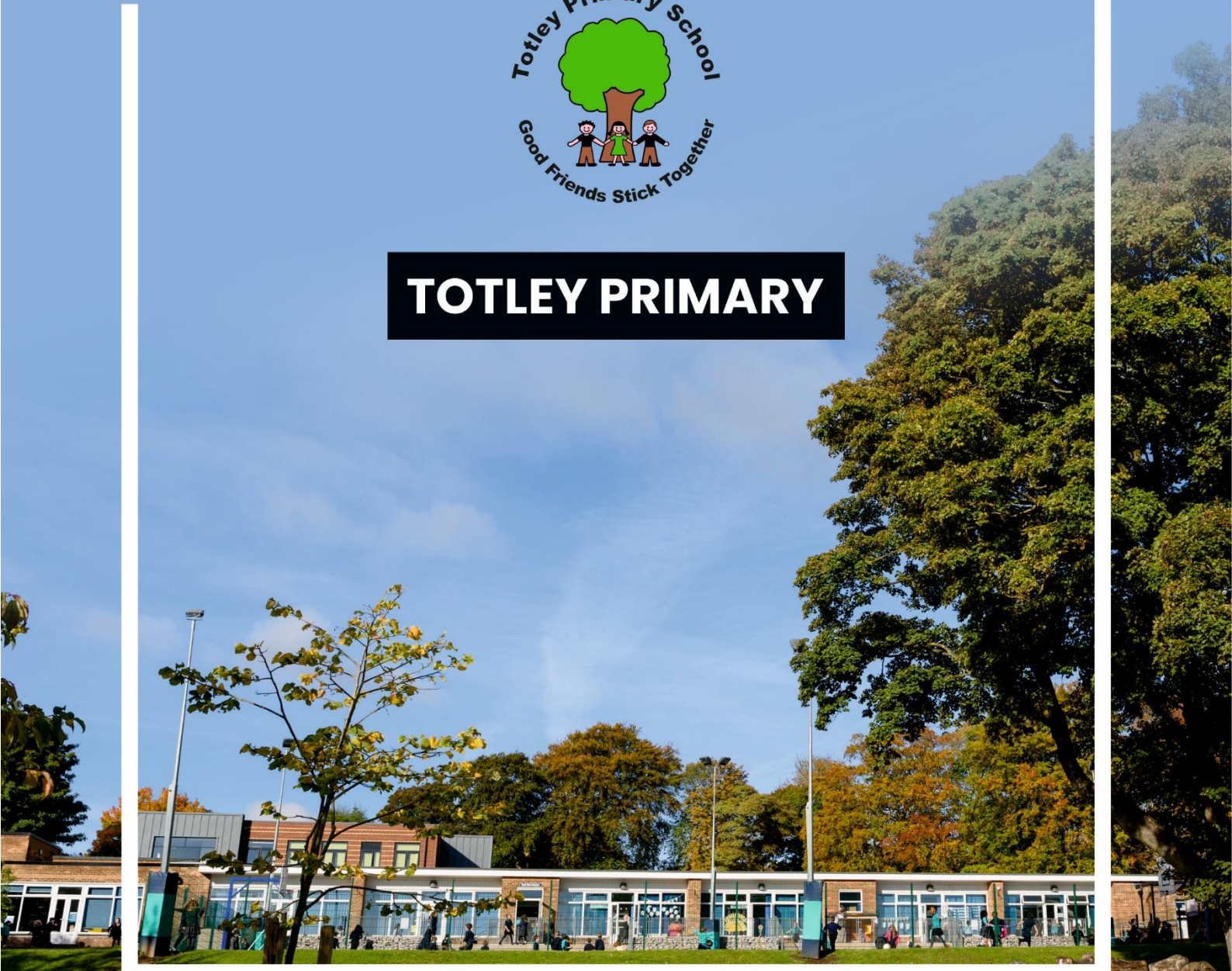


APPLICANT

PACK



TOTLEY PRIMARY



Realising Potential. Transforming Lives.



Advert

Post: Lunchtime Supervisory Assistant

Contract Type: 7.5 hours/38 weeks

Contract Term: Permanent

Full time Salary: Grade 2 £20,812 to £21,189

Pro Rata Salary: £3,523 to £3,587 (with under 5 years' continuous service)

Start Date: As soon as possible

We wish to appoint a Lunchtime Supervisory Assistant to join our hardworking and supportive team. We are an outstanding school who always work hard to make our practice as good as it possibly can be for all the children.

The successful candidate will be able to communicate very effectively in English with adults and children and will have very good numerical skills. This role is to work in a team of Supervisory Assistants to assist with the care of our children during lunch breaks, helping with mealtimes, outdoor play whilst ensuring their happiness and safety. The successful candidate will be expected to contribute to the team, using initiative and common sense whilst upholding the policies and ethos of the school.

If you are interested in applying for the role, please submit a Mercia Learning Trust Application form to recruitment@merciatrust.co.uk

Closing date: Midnight Sunday 24th September 2023

Please note we do NOT accept CV's or Sheffield City Council Application Forms. Please request an application form from recruitment@merciatrust.co.uk or download from the school/Trust website.

The ability to converse at ease with students and members of the public, and to provide advice in accurate spoken English, is essential to the role.

Headteacher's Message

Thank you for your interest in joining Totley Primary School. This is an excellent opportunity to join a great school and to play a key role in shaping the provision of education for our children.



Totley Primary is a happy, thriving school providing high quality education both in the classroom and throughout a wide range of extra-curricular activities. We are very proud of our children and believe they should perform well academically and also develop as people.

Totley Primary is part of Mercia Learning Trust along with King Egbert School, Mercia School, Newfield School, Nether Edge Primary and Woodlands Primary.

Our expectations for every Totley child are high; excellence and enjoyment are at the heart of all we will seek to do. We believe in the potential of every child, providing opportunities and enabling them to thrive in our caring environment.

Our staff team are central to our success. They drive and accelerate the outstanding provision we offer to our community and we want the very best people to join us.

If you feel you have the skills, drive and ambition to help support our aims then please do read on.

Ben Paxman
Headteacher

Job Description

Post Title:	Lunchtime Supervisory Assistant *This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification
Grade:	Grade 2 (£20,812 – £21,189 pro rata)
Hours/Weeks:	7.5 hours / 38 weeks per year
Responsible to:	Headteacher
Responsible for:	N/A

The post holder must at all times carry out his/her responsibilities within the spirit of School policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to statutory responsibilities of the Governing Bodies of Schools.

PURPOSE OF THE POST

- Assist in securing the safety and welfare of pupils during the mid-day break, both in the dinner hall and on the playground and, occasionally, in the classroom in inclement weather. This involves effective supervision of pupils in and around the premises in accordance with school policies.

KEY RESPONSIBILITIES

The successful candidates would be required to:

- supervise pupils immediately before, during and after the midday meal;
- encourage children to practice appropriate table manners and maintain a calm atmosphere in the dining room;
- contribute to the development of a positive approach to lunchtime play;
- organise and take part in activities with children over the lunchtime period;
- be willing to join in games, oversee quiet activities and supervise children having free play in the school playground;
- be able to work well as part of a hard-working team and also be able to work on their own initiative to ensure that the children are safe and to maintain excellent standards of behaviour;

- possess good verbal communication skills which are essential for this role in order to liaise with children and other staff members;
- be reliable and dedicated;
- be prepared to undertake basic first-aid (training would be given);
- ensure that any pupils who suffer accident or injury are dealt with and recorded appropriately, in accordance with the school's agreed procedures;
- supervise toilet arrangements before and after the mid-day meal as appropriate;
- support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body and wider Trust;
- have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures and safeguarding policy adopted by the school;
- Any other duties commensurate with the grade of the post.

A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that is dealt with discreetly and with integrity.

WORKING ENVIRONMENT AND CONDITIONS OF THE POST

- Due to the routine of the schools and the terms and conditions of the sector, the workload may not be evenly spread throughout the year.
- In order to deliver the service effectively, a degree of flexibility is needed and the post holder may require some evening work (time off in lieu in school holiday periods for work outside of working hours will be given for such events), or some duties not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.
- The post may be required to travel and work within any school in the Mercia Learning Trust.

GENERAL DUTIES

- To contribute to whole school events as and when required.
- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.
- Be aware of and support diversity, ensuring equal opportunities for all.
- Develop professional, constructive relationships with other agencies, schools and professionals.
- Participate in meetings, training and performance development as necessary.
- Recognise own strengths and areas of expertise using these to advise and support others.
- Be willing to undertake training and professional development as required of the post.
- Any other duties and responsibilities appropriate to the grade and role.

PROMOTION OF TRUST VALUES

To contribute to the overall development of Mercia Learning Trust to ensure the Trust operates on the basis of shared and collective responsibility.

- To contribute to the overall ethos, work and aims of Mercia Learning Trust.
- To support and contribute to the Trust's commitment to safeguarding all students. All schools in the Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher/CEO to reflect or anticipate changes in the post commensurate with the grade or job title.

Issue Date: Dec 2022

Person Specification

Post Title:	Lunchtime Supervisory Assistant
Salary:	Grade 2 (£20,812 - £21,189 pro rata)
Hours/Weeks:	7.5 hours / 38 weeks per year
Responsible to:	Headteacher
Responsible for:	N/A

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications/ Training		First Aid Certificate
Experience	Experience of working with children and young people (either paid or unpaid).	Experience of working with and supervising children and young people (either paid or unpaid)

Knowledge/Skills (Ability to)	<ul style="list-style-type: none"> • Effective communication skills. • Ability to supervise pupils. • Good basic literacy skills. • Ability to be flexible and work in different areas of the school • The ability to converse at ease with members of the public and students and provide advice in accurate spoken English is essential to the role 	<ul style="list-style-type: none"> • A knowledge and understanding of the welfare and social needs of pupils during the mid-day break • Awareness of behaviour support
Personal Qualities	<ul style="list-style-type: none"> • Flexible • Honest and Reliable • Patient • Empathetic with young people • Team Player • High personal and professional standards 	

The Application Process

All candidates must complete the following application process.

- All applicants must submit a Trust application form. We do not accept CVs or Council Forms. The application form can be found under 'Careers' at www.merciastrust.co.uk
- Email your completed application to recruitment@merciatrust.co.uk or post it to:
 MLT Recruitment Team
 Mercia Learning Trust
 79 Glen Road
 Sheffield, S7 1RB

After your application has been submitted:

- In all cases written references will be taken up and made available to interviewers BEFORE the final selection stage.
- All applications that have been submitted via email will receive an email confirming receipt.
- An email and/or letter will be sent to shortlisted candidates with details of the interview process.
- If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

Further information:

- Take a look at www.merciatrust.co.uk/careers for more on what it's like working for the trust, what we offer you, and what we're looking for.
- Should you require any additional information about the role or the school, or would like an informal discussion or out of hours visit, please contact us on 0114 236 4482 or enquiries@totley.sheffield.sch.uk.
- For more information about the application process, please email recruitment@merciatrust.co.uk.

Key dates:

- Closing date for applications is **Midnight 24th September 2023**

The small print:

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

We are an Equal Opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact the Human Resources Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.