



Lunchtime Supervisory Assistant

Recruitment Pack

November 2020

WELCOME MESSAGE

Dear Applicant,

May I take this opportunity to thank you for expressing an interest in applying for a position at Caedmon Primary School.

In September 2019, we converted to an academy, joining a multi-academy trust (Steel River Academy Trust) with Bankfields Primary School, Grangetown Primary School and Whale Hill Primary School.

You will be joining an outstanding team, who are driven to ensure that our pupils achieve the highest possible standards.

As a school, we all work together. The ability to collaborate and be open to development is essential.

We are very proud of our school, and we all buy in to the 'Caedmon way' of doing things.

The school is committed to safeguarding and promoting the welfare of children and young people. Safer recruitment practices will be undertaken before any appointment is confirmed. Please refer to the enclosed information on Safer Recruitment.

During the application/selection process, if you require special arrangements at any of the recruitment stages please do not hesitate to contact the School.

Please ensure that you read all of the instructions for applying very carefully and complete the application form in full. Please do not attach any supplementary documents as the application form is the **only** document we consider.

If this fantastic opportunity excites you, I look forward to your application.

Regards,

Mrs S. Hill

Acting Headteacher

ADVERT

Position: Lunchtime Supervisory Assistant
Contract: Fixed term 31st December 2021
Required: 4th January 2021
Salary: Grade A (£ 2038.71 per annum)
Hours: 5 hours per week

The governors of Caedmon Primary School are seeking to appoint a highly motivated and enthusiastic Lunchtime Supervisory Assistant to support our lunchtime team in the dining halls and on the playground.

The role will involve a range of responsibilities including encouraging play, supervising children in the dining hall and the playground, and an element of cleaning.

We can offer:

- A friendly and enthusiastic team;
- Supportive staff, parents and pupils; and
- Opportunities for CPD.

Applications are invited from prospective candidates who are able to demonstrate that they meet the essential criteria set out in the person specification.

Closing date: Friday 27th November 2020

Caedmon Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.

Caedmon Primary School, Attlee Road, Grangetown, Middlesbrough, TS6 7NA
Tel: 01642 453187

Email: school@caedmonprimary.org.uk

JOB DESCRIPTION

Post Title	Lunchtime Supervisory Assistant
Salary	Grade A
Line manager/s	School Business Manager
Supervisory responsibility	n/a

MAIN PURPOSE OF THE JOB

- To actively supervise the pupils in the dining room, playground and throughout the school premises during the lunchtime period.

RESPONSIBILITIES

- Supporting pupils whilst they eat their lunch, make sure that tables are clean and that drinking water is available.
- Set up and clear away the lunchtime area before and after the lunchtime period.
- Ensure standards for healthy eating and table manners are maintained.
- Report accidents and complete accident forms if necessary.
- Ensure that discipline policies are implemented.
- Support the work of the staff and other lunchtime supervisory assistants.
- Escort the children to and from the dining area and ensure their safety at all times.
- Lead the children in the establishment of suitable activities.
- Record inappropriate behaviour and convey serious incidents to senior staff.
- Maintain checks throughout the lunch break to ensure pupils are safe.

BEHAVIOUR AND SAFETY

- Establish a safe, purposeful and stimulating environment for all pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.
- Have high expectations of behaviour, promoting self control and independence of all learners.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns and following school protocol/procedures.

OTHER

- To have professional regard for the ethos, policies and practices of the school, and maintain high standards in your own attendance and punctuality.
- Perform any reasonable duties as requested by the headteacher.

Signed (Employee)		Date	
Signed (Headteacher)		Date	

PERSON SPECIFICATION

ATTRIBUTES	Essential	Desirable	Source
Qualifications		Current First Aid qualification	A,I
Experience	Supervising children		A,R,I
	Managing the behaviour of a group of children		A,R,I
		Working with groups of children on a voluntary or paid basis	A,R,I
Training	A willingness to participate in all training, including safeguarding.		A,I
	Ability to identify own training & development needs and co-operate with means to address these		A,R,I
Knowledge and Skills	Work effectively as part of a group and individually, understanding school roles and responsibilities and your own position within these.		A,R,I
	Inspire trust and confidence in children		A,R,I
	Encourage high standards of pupil behaviour at all times		A,I
	Liaise with children, staff, visitors and parents in a professional manner		A,R,I
	Ability to relate well to children and adults		A,R,I
	Work constructively as part of a team		A,R,I
		Initiate games and activities appropriate to the age of the children.	A,R,I
		Understand the value of constructive play opportunities	A,R,I
		Communicate effectively (both orally and in writing) to an appropriate standard	A,R,I
		Recognise behaviour giving cause for concern, and inform teaching staff	A,I
Personal Attributes	Be organised		A,R,I
	Ability to be flexible and to use initiative.		A, R, I
	Understand confidentiality and discretion.		A, R, I
	Be trustworthy and hardworking.		A, R, I
	Have a good sense of humour.		A, R, I

Source

A = Application Form	R = Reference	I = Interview
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SAFER RECRUITMENT

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education

This school recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

All posts within school are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind- overs, including those regarded as spent and will be subject to an Enhanced Disclosure and Barring Service check with barred list information.

Applications

Caedmon Primary School uses Redcar and Cleveland Council's Application Form for all advertised jobs.

The school requires candidates to account for any gaps or discrepancies in employment history on this application form. Where an applicant is shortlisted, these gaps will be discussed at interview.

Applicants should be aware that by submitting an application they are agreeing that the information given is true and correct and that any offer of employment will be made on this basis. Where it is found that false information has been provided this could result in the application being withdrawn or summary dismissal if the applicant has been selected and employment has commenced. This may also result in possible referral to other professional regulatory bodies where appropriate.

References

- A minimum of two references will be sought, one of which must be from current or most recent employer.
- References for shortlisted candidates will be sent for immediately after shortlisting.
- The school has a standard template which is used for all references.
- The school does not accept open references, testimonials or references from relatives, a partner or people writing solely in the capacity as a friend.

A standard template will be used for both requesting and providing references. This has been checked and verified by Human Resources.

Only references from a trusted authoritative source will be acceptable. References will always be sought and obtained directly from the referee.

Reference requests will specifically ask:

- About the referee's relationship with the candidate.
- Whether the referee is completely satisfied that the candidate is suitable to work with children and, if not, for specific details of the concerns and the reasons why the referee believes that the person might be unsuitable.

Referees will also be asked to confirm details of:

- The applicant's current post, salary and attendance record.
- Performance history and conduct.
- Any disciplinary procedures in which the sanction is current
- Any disciplinary procedures involving issues related to the safety and welfare of children, including any in which the sanction has expired and the outcome of those details of any allegations or concerns that have been raised that relate to the safety and welfare of children or behaviour towards children and the outcome of these concerns.

References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the applicant at interview.

Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case.

Self-declaration of convictions by job applicants

The school's policy is to require shortlisted applicants for all posts (including volunteers) to declare all criminal convictions whether "spent" or "unspent" and include any cautions, reprimands or warnings and pending prosecution.

The disclosure of any convictions, cautions, reprimands or warnings or pending cases will not necessarily prevent employment but will be considered in the same way as positive DBS disclosures.

SHORTLISTING

Before the closing date, a panel will be created that will include at least one governor. After the closing date, the panel will match your skills/experience against the person specification.

Selection for interview will be decided entirely on the contents of your application form. Please read the job description and person specification carefully before completing your form.

INTERVIEW

The shortlisting panel will then conduct the arranged interviews. This will be a professional interview. It may be held virtually due to Covid-19.

The panel will agree the questions to be asked of each candidate and the assessment criteria to be used. In addition to exploring the candidate's suitability for the post, the panel should explore:

- the interviewees' attitude towards children and young people

- the interviewees' willingness and ability to support the school's commitment to safeguarding and promoting the safety and welfare of children and young people
- any unexplained gaps in the candidates' employment history
- any other concerns or discrepancies arising directly from the interview

The panel will then score the applicants on the interview activities. A decision will then be made with regard to the appointment(s).

If you are selected for interview, you **must** bring the following documents.

PROOF OF IDENTIFICATION

All candidates must present current and original photographic identification and proof of address.

Candidates will need to provide either of the following document combinations:

Route 1

- **One** document from Group 1
- **Two** further documents from either Group 1, Group 2a or Group 2b

At least one of the documents must show the applicant's current address.

Route 2

If the applicant doesn't have any of the documents in Group 1, then they must be able to show:

- **One** document from Group 2a
- **Two** further documents from either Group 2a or 2B

At least one of the documents must show the applicant's current address.

Route 3

Route 3 can only be used if it's impossible to process the application through Routes 1 or 2. For Route 3, the applicant must be able to show:

- A birth certificate issued after the time of birth (UK and Channel Islands)
- **One** document from Group 2a
- **Three** further documents from Group 2a or 2b

At least one of the documents must show the applicant's current address. If the applicant is unable provide these documents they may need to be fingerprinted.

Please note: Where there are different names across documents, please ensure you provide supporting documents such as, marriage certificate, divorce decree, deed poll.

Group 1: Primary Identity Documents

- Current Valid Passport
- Current valid driving licence photocard (full or provisional) (UK, Isle of Man, Channel Islands and EU)
- Current Biometric residence permit (UK)
- Birth Certificate issued within 12 months of birth (UK, Isle of Man and Channel Islands – including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces)
- Adoption Certificate (UK and Channel Islands)

Group 2a: Trusted Government Documents

- Current valid driving licence photocard (full or provisional) (All countries outside the EU excluding Isle of Man and Channel Islands)
- Current valid driving licence (full or provisional) – paper version (if issued before 1998) (UK, Isle of Man, Channel Islands and EU)
- Birth Certificate issued after time of birth (UK, Isle of Man and Channel Islands)
- Marriage / civil partnership certificate (UK and Channel Islands)
- HM Forces ID Card (UK)
- Firearms Licence (UK, Isle of Man, Channel Islands)

Group 2b: Financial and Social History Documents

- Mortgage statement (UK or EEA)**
- Bank or building society statement (UK, Channel Islands or EEA)*
- Bank or building society account opening confirmation letter (UK) *
- Credit card statement (UK or EEA) *
- Financial statement, for example pension or endowment (UK) **
- P45 or P60 statement (UK) **
- Council Tax statement (UK and Channel Islands) **
- Work permit or visa (UK) Valid up to expiry
- Letter of sponsorship from future employment provider (Non-UK or non-EEA only. Valid only for applicants residing outside of the UK at time of application)
- Utility bill (UK - not mobile phone) *
- Benefit statement, for example Child Benefit, Pension (UK) *
- Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC (UK and Channel Islands) *
- **VALID** EU National ID card
- **VALID** Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands)
- **VALID** Letter from head teacher or college principal (UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided)

**Documents must be dated within the last 3 months and contain the name and address of the applicant.*

***Documents must be dated within the last 12 months.*

PROOF OF RELEVANT QUALIFICATIONS

Candidates will need to provide proof of qualifications and/or membership, which are a specified requirement or are relevant to the position being applied for.

For teaching posts, proof of Qualified Teacher Status (QTS) or Qualified Teacher Learning and Skills (QTLS) status **together with** IfL/SET Membership will need to be evidenced.

RIGHT TO WORK IN THE UK

Document checks must be carried out on all potential employees to ensure they have the right to work in the UK **prior to starting work. You must only provide original documents.**

Acceptable documents/document combinations include:

- A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office, to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth (short or long) or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth (short or long) or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

A full list valid documents can be found

here:<https://www.gov.uk/government/publications/right-to-work-checklist>

SAFEGUARDING

Keeping children safe is our number one priority. We ensure that the safety and wellbeing of every child is at the centre of every decision we make.

Caedmon Primary School pays full regard to the DfE guidance.

The school's Child Protection Policy applies to all adults, including volunteers.

Our Child Protection Policy has been written to ensure:

- that all staff are fully informed about their responsibilities in relation to Child Protection;
- that all staff are aware of signs and symptoms which may suggest that a child is coming to harm;
- that all staff are aware of the various types of safeguarding issues that we may face as educators of children
- that all staff are aware of who to speak to if they have a concern about a child or member of staff.