



Ashlands Primary School
A Moorlands Learning Trust Academy



Moorlands
Learning Trust

Lunchtime Supervisor

Dear Applicant,

Thank you for requesting details for the post of Lunchtime Supervisor; this role will be based at Ashlands Primary School.

Our overriding aim at MLT is to provide an exceptional comprehensive education for students from all cohorts and demographic backgrounds, to ensure that individual context does not affect a student's life chances. At MLT we are aspirational for every student within the Trust and are committed to achieving success and inspiring others to do so too.

We highly value our staff as our biggest asset and invest in their professional development to keep ourselves at the cutting edge of educational development, with staff wellbeing also being extremely important and strategically planned for.

This is an exciting time in the Trust's development as MLT looks to grow further, so that we can play a wider role in the development of our region and its future generations. This will mean that as the Trust grows over the coming years, the range of professional and career development opportunities and pathways for colleagues in our Trust schools will also grow, so that we can continue to recruit and retain an exceptional workforce. The successful candidate will join a talented team of leaders and colleagues both at Nidderdale High School and Moorlands Learning Trust's Wider network.

I hope you are inspired by this opportunity and want to become part of our successful, growing Trust; if you have the qualities needed to make a transformational difference then we would be delighted to hear from you!

Helen Williams
CEO Moorlands Learning Trust

Reviewed: March 2024



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Dear Applicant,

Ashlands is a community school in the heart of Ilkley and has been serving families for more than 70 years.

In September 2023 we became part of the Moorlands Learning Trust.

We are in an enviable position – at the foot of the beautiful Ilkley Moor, overlooked by the world-famous Cow and Calf rocks.

We focus our provision on the education of the whole child: academic, spiritual, emotional, cultural, and physical. It is essential that each child develops a strong work ethic, learning to challenge themselves to be the very best version of themselves. Our dedicated staff teach with determination and enthusiasm, through an increasingly rich, colourful, and varied curriculum.

Each child is special and unique, their needs are addressed and tracked through our rigorous ongoing assessment procedures. When and where necessary we put in place individual learning programmes and ensure that outside agencies support the school and family.

This is just a snapshot of what we do and who we are. Do browse through our website and feel free to come and see us at work. We are proud to be accountable for what we do. The best indicators of the performance of Ashlands are the children and the skills, abilities, and outcomes they develop during their time here.

At Ashlands School we all take great pride in our achievement, and we take great care of each other and our environment.

Donna Russell
Headteacher, Ashlands Primary School

Reviewed: March 2024

How to Apply

Should you wish to apply for this post would you please complete the full application form, which can be found on the school website and write an accompanying letter of application (no more than two sides of A4, font size 12) stating your experience, qualities and skills which make you suitable for the post,

The closing date for this post is: 9.00 am Friday 22nd March 2024
Provisional interviews are scheduled for w/c 8th April 2024.

Should you require any other information about this post, please feel free to contact the school.
We wish you every success in your application.

Midday Supervisor

Job details

Salary: Band 3 / SCP 2 (£11.59 per hour £3798.0 approx).

Hours: 7.5 hours per week (Monday – Friday 11.45am – 1.15pm)

Contract type: Fixed Term until August 2025

Reporting to: Business Manager (via the Senior Lunchtime Supervisor)

Main purpose

A midday supervisor will be part of a team responsible for supervising pupils and the school's premises during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

Duties and responsibilities

Supervision

- To supervise and ensure the safety of the pupils during the lunchtime break both within the dining hall and in the playground and classrooms (for wet play) as directed by the Senior Lunchtime Supervisor.
- To supervise the children in the dining hall, encouraging them to develop good table manners and appropriate behaviour and reporting any concerns to line manager.
- To supervise the children when playing outside, actively engaging in the planned activities and encouraging pupil participation, turn taking and appropriate behaviour.

Organisation

- Assist in the set up and put away the lunchtime provision including outdoor play equipment, tables and other equipment as required.
- Manage pupils' entrance and exit from the lunch area in an orderly manner.
- Clean up food and water spillages.
- Be flexible and willing to work across year groups as directed to ensure the smooth running of the lunchtime service.
- **Health and safety**
- Observe pupils and the environment and take action to minimise any identified health and safety risks.
- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider.
- Record details of incidents, including First Aid, in line with the school's reporting procedures
- Be aware of and support pupils with medical/dietary needs.
- Promote the school's policy around healthy eating to pupils.
- Feedback concerns relating to pupils' health and safety to a senior member of staff.

Behaviour

- To encourage the children to treat each other with respect and to always follow the school's Behaviour Policy.
- To report any incidents of unacceptable behaviour, including fighting, bullying, racial or personal abuse to line manager.
- Take the necessary action to minimise disruption and harm to pupils, in line with the school's Behaviour Policy.
- To support and uphold the trust Equality Policy.
- Make sure children tidy up after themselves in the lunch area and when using play resources/equipment and treat the equipment and resources with respect.
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour.

Play

- To be actively involved in the lunchtime play activities leading by example and encouraging fair play, always turn taking and appropriate behaviour.
- Offer educational instruction where needed to help pupils to share play equipment.
- Help to resolve issues between pupils during play activities.

Safeguarding

- Use the schools safeguarding systems and procedures to report and Safeguarding concerns and / or report direct to the Designated Safeguarding Leads.
- Follow the Staff Code of Conduct, reporting any concerns to the head teacher and always maintaining integrity and confidentiality of pupils, parents, and staff.
- **Other areas of responsibility**
- Read and follow the relevant school policies.
- Undertake training required to develop in the role.
- Assist in the induction and training of other colleagues, students and trainees.

This job description will be reviewed annually.

VARIATION IN ROLE

Due to the structure of Ashlands Primary School as an Academy, it must be accepted that, as the Academy's work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

Due to the nature of the role the post holder will be required to work both indoors and outdoors.

RECRUITMENT AND SELECTION POLICY STATEMENT

Reviewed: March 2024

The Academy's Board of Governors is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A successful Enhanced Disclosure and Barring Service (DBS) check is required for all employees.

Disabled Applicants

We are committed to a fair and equitable process and to ensure that no one is disadvantaged within the selection process. We need to be aware of any disability and any adjustments which need to be made in accordance with the Equality Act 2010 in relation to Disability Provision. This information will be treated as confidential and will only be used to enable selectors to make a fair assessment of your capabilities, considering any adjustments that may be required. NOTE: We have adopted a positive approach to the Equality Act 2010, and it is our policy to interview all people with disabilities as defined in the act, who meet essential criteria outlined in the personnel specification. Candidates are required to provide evidence of how they meet these criteria.

PERSONNEL SPECIFICATION

Midday Supervisor

Qualification and Training	Essential/Desirable E/D	How Identified
• Be prepared to participate in further training	E	Application form and selection process
• Childcare / Play Leading Qualification	D	
• Willingness to undertake First Aid Training	E	
• Pediatric First Aid Qualification	D	
• Level 2 Qualification in Math & English	D	
Experience	Essential/Desirable E/D	How Identified
• Experience of working with children of appropriate age	D	Application and selection process
• Experience of working with children in a play led situation	D	
• Knowledge of health and safety and food hygiene practices	D	
• Experience of working with children with SEND	D	
Knowledge, Skills & Abilities	Essential/Desirable E/D	How Identified
• Ability to respond quickly and effectively to issues that arise.	E	Application and selection process
• Ability to use own initiative and act accordingly	E	
• Effective communication with adults and children	E	
• Ability to follow instructions from senior team members	E	
• Ability to have a firm but fair approach to handling behaviour issues in line with the school's policies	E	
• Good verbal communication skills	E	
• Ability to build effective working relationships with colleagues	D	
Personal Qualities	Essential/Desirable E/D	How Identified
• Resilience shown through good attendance and punctuality	E	Application form and selection process
• Uphold and promote the ethos and values of the school	E	
• Enthusiasm and commitment to the aims and objectives of the school	E	
• Always maintain confidentiality	E	
• Ability to cooperate with others/work as a team	E	
• Ambition (for self and others)	E	
• Sense of humour	E	
• A positive and approachable manner and a 'can do' attitude	E	
• Must genuinely enjoy interacting with children and be able to cope with diverse behaviour presented	E	
Other Requirements	Essential/Desirable E/D	How Identified
• Motivation to work with children and young people	E	

Reviewed: March 2024

<ul style="list-style-type: none"> Share school's commitment to safeguarding and promoting the welfare of our students and young people as set out in the DfE's Keeping Children Safe in Education Guidance September 2023. 	E	Application form and selection process
<ul style="list-style-type: none"> Able to communicate effectively and build appropriate positive relationships and personal boundaries with all children, young people, families, and carers. 	E	
<ul style="list-style-type: none"> Emotional intelligence/emotional resilience/ Resilience in working with challenging behaviours/attitudes and the maintenance of good discipline. 	E	
<ul style="list-style-type: none"> Be able to demonstrate fluency in the English Language at an Intermediate Threshold Level (in line with Immigration Act 2016) 	E	
<ul style="list-style-type: none"> Commitment to the school's policies and ethos 	E	
<ul style="list-style-type: none"> Commitment to Continuing Professional Development. 	E	
<ul style="list-style-type: none"> Must be able to take part in relevant INSET Days 	E	
<ul style="list-style-type: none"> Abides by the Academy's policies 	E	
<ul style="list-style-type: none"> Willingness to be involved in the wider life of the school community 	D	
Equal Opportunities	Essential/Desirable E/D	How Identified
<ul style="list-style-type: none"> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community 	E	Selection process
<ul style="list-style-type: none"> Commitment to equal opportunities policies relating to gender, race, and disability in an educational context 	E	
Circumstances - Personal	Essential/Desirable E/D	How Identified
<ul style="list-style-type: none"> Must be legally entitled to work in the UK (Asylum and Immigration Act 1996). 	E	Selection process
<ul style="list-style-type: none"> No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required). 	E	
<ul style="list-style-type: none"> Will not require holiday during term time 	E	
Safeguarding	Essential/Desirable E/D	How Identified
<ul style="list-style-type: none"> Has appropriate motivation to work with children and young people, and can relate to them 	E	Completion of an Enhanced DBS disclosure
<ul style="list-style-type: none"> Ability to maintain appropriate relationships and personal boundaries with children and young people 	E	
<ul style="list-style-type: none"> Displays commitment to the protection and safeguarding of children and young people 	E	
<ul style="list-style-type: none"> Good knowledge and understanding of the importance of safeguarding students and the welfare of staff, and of the action to take if necessary 	E	

Agreed by:

Post Holder:

Print name.....

Signature.....

Head Teacher:

Print Name.....

Signature.....

Date: