



Abbey Multi Academy Trust

Christ Church Upper Armley Primary School



Recruitment Application Pack

Lunchtime Supervisory Assistant ref CCUA09



Contents

Welcome Letter from CEOs	Page 3
Advert	Page 4
Application Process	Page 5
Job Description	Page 8
Person Specification	Page 10

Welcome Letter

Dear Colleague,

Thank you for your interest in the role of Lunchtime Supervisory Assistant for Christ Church Upper Armley Primary School.

We hope you will find all the information you need to inspire you to join our team. This pack contains information about the Lunchtime Supervisory Assistant role, from which we hope you will gain an understanding of our ethos and approach and the high aspirations we have for ourselves and our pupils.

“To work in partnership to educate, nurture and empower”

Our vision is that the academies, supported by Abbey MAT, will provide an environment which is welcoming, caring, calm, disciplined and purposeful and will stretch our young people academically, support them pastorally and help them develop socially and spiritually.

We are committed to raising the skills base across our communities by ensuring a focus on quality, encouraging innovation and strengthening the ethos of the academies as distinctive schools. The framework will strive to maintain academies which will retain their own independent culture and ethos whilst operating within a strategic partnership to improve quality, share best practice and operate effectively and efficiently.

If you are seeking a truly distinctive role within a unique environment, please come and visit us and see what Christ Church Upper Armley and Abbey MAT have to offer.

We look forward to meeting you and reading your application.

Helen Pratten & Catherine Garrett
Co-CEOs

Advert

Position: Lunchtime Supervisory Assistant

Reference: CCUA09

Salary: NJC A2 SCP. 2 - 3 (£18,198 – £18,562 FTE)
7.5 hours per week, term time only (38 weeks)
Actual pro-rata salary £3,157.17

In Partnership to Educate, Nurture & Empower

Looking for a passionate and dedicated Trust which genuinely invests and develops their staff? Then apply today to join **Christ Church Upper Armley Primary School** and work with us as a **Lunchtime Supervisory Assistant**.

The successful applicant will work within a team of assistants taking care of the children at lunchtime in the dining hall and on the playground, playing games, helping with first aid and ensuring that pupils have an enjoyable dining experience.

There may be a requirement to work outside of the designated hours to respond to the school's needs. We are able to offer staff a secure and supportive environment with continuous professional development.

What we can offer:

- Friendly, welcoming academies with a strong Christian ethos
- Enthusiastic, well-motivated colleagues
- Supportive senior leadership that can identify development opportunities
- Excellent opportunity to work across our primary academies

Abbey Multi Academy Trust is a Trust consisting of eight academies (three secondary, five primary) in the geographical areas of the Anglican Diocese of Leeds and Calderdale.

All our academies share in the Trust's mission to work **In Partnership to 'Educate, Nurture and Empower'**. For more information about us or our primary academies please visit the following links:

<http://www.abbeymat.co.uk/>

<http://www.ccuaprimary.co.uk/>

Visits to our school to meet the team and experience our wonderful atmosphere, are warmly welcomed and encouraged and can be arranged by contacting Recruitment@abbeytrust.org

To apply please download recruitment pack and email completed application form Recruitment@abbeytrust.org

Closing date: 3pm Wednesday 20th October 2021

Interview date: Friday 22nd October 2021

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service check. We promote diversity and want a workforce which reflects the population of Leeds.

Visits or Informal Discussion

Whilst we would normally welcome visits, given the current situation we are facing regarding COVID-19 we are unable to fully accommodate this at present and request that where possible visits are requested for out of school hours, however, if you would like to ask any questions please contact the Recruitment Team via Recruitment@abbeytrust.org who will ensure your query is responded to by the relevant person.

Alternatively, if you would like the opportunity to have an informal discussion with the Head of School this can be arranged by making a request via the Recruitment@abbeytrust.org email address.

Application & Shortlisting Process

Closing date: 3pm Wednesday 20th October 2021

Interview date: Friday 22nd October 2021

Applications

Applications will only be accepted from candidates completing the Trust's Application Form.

Please note all sections of the Application Form should be completed. Supporting statements should evidence skills and experience against the requirements of the job description and person specification.

Completed applications should be returned by email to recruitment@abbeytrust.org

CVs will **not** be accepted in place of a completed Application Form.

All applications will be acknowledged within 24 hours. Should you fail to receive confirmation of receipt please call 0113 320 1425

Invite to Interview

After the closing date, short listing will be conducted by a Panel.

Candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided. If you do not hear from us within 14 days of the closing date of this position, unfortunately you have been unsuccessful on this occasion.

Candidates will be selected for interview entirely on the content of their application form. Candidates are advised to read the job description and person specification carefully before completing an application form.

In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;

Abbey Multi-Academy Trust is robust in promoting the safeguarding of children and is rigorous in its recruitment checks. An enhanced disclosure from the DBS and Barred List check will be required for this post.

Standard Checks

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK;
- Documentary evidence of identity that will satisfy DBS requirements;
- Documentary proof of current name and address;
- Where appropriate any documentation evidencing change of name;
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary, photocopies or certified copies will not be accepted.

Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK;
- Receipt of at least two satisfactory references (if these have not already been received);
- Verification of identity checks and qualifications;
- Satisfactory Enhanced DBS Check;
- Verification of professional status;
- Satisfactory completion of a Health Assessment;
- Satisfactory completion of the probationary period;
- Where the successful candidate has worked, or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

Abbey Multi Academy Trust is committed to safeguarding children. This means that all employees (on either a paid or voluntary basis) require an Enhanced DBS check and/or Barred List check.

References & Verifications

We will seek references on shortlisted candidates and may approach previous employers for information to verify experience or qualifications before interview.

Any relevant issues arising from references will be taken up at interview.

Queries

If you have any queries on any aspect of the application process or need any further information or you would like the opportunity to have an informal discussion, please contact us via the Recruitment@abbeytrust.org email address.

Equality and Diversity

Abbey Multi Academy Trust promote diversity and want a workforce which reflects the population of Leeds and Calderdale. We are committed to creating and sustaining a positive and supportive working environment for our staff, and an excellent teaching and learning experience for our students. We aspire that staff are equally valued and respected, and students are encouraged to thrive academically.

As a provider of employment and education, we value the diversity of our staff and students. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.

We acknowledge the following basic rights for all members and prospective members of our community:

- to be treated with respect and dignity
- to be treated fairly with regard to all procedures, assessments and choices
- to be encouraged to reach one's full potential

These rights carry responsibilities and we require all members of our community to recognise these rights and act in accordance with them. In addition, we will comply with all relevant legislation and good practice.

No individual will be unjustly discriminated against. This includes, but is not limited to, discrimination because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

Job title: Lunchtime Supervisory Assistant

Salary: NJC A2 £18,198 - £18,562 (Term Time Only 38 Weeks)

Reporting to: Office Manager

Overall purpose of the post:

The post holder will actively supervise the pupils in the dining room, playground and throughout the school premises during the lunchtime period.

Key responsibilities:

- Be responsible for the Safeguarding of all children according to the Safeguarding and Child Protection Policies
- Supporting pupils while they eat their lunch, cutting up food for pupils and making sure tables are clean and that water is available
- Ensure standards for healthy eating and table manners are maintained
- Report accidents and complete accident form if necessary
- Ensure that school discipline policies are implemented
- Support the work of other Supervisory Assistants
- Support induction and training of new staff as required by senior manager
- Respond to duty delegation as required by senior manager
- Lead the children in the establishment of suitable playground games/activities
- Record inappropriate pupil behaviour and convey serious incidents to your senior manager and or teacher
- Maintain checks throughout the lunch break to ensure pupils are safe
- Follow advice given by your line manager on action to be taken in cases of inclement weather

Relationships:

The Lunchtime Supervisory Assistant will be required:

- To work in a team with other supervisory assistants
- To liaise with senior management and other school staff as required
- To liaise with the kitchen staff as required

General Duties:

- To carry out supervisory duties in accordance with published schedules.
- To take part in appropriate meetings and events with colleagues, parents/carers, governors and external partners.
- To accept personal responsibility for supporting the general ethos, atmosphere and progress of the School.

Note:

This Job Description provides the overall strategy and remit of the post holder. This Job Description will be reviewed annually and may be subject to amendment or notification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties. Elements of this Job Description, and changes to it, may be agreed at the request of the Co-CEO's/Principal/Line Manager/ Member of the SLT or the incumbent of the post.

I have read the Job Description and agree to all the terms and conditions set out therein. I also agree to comply with all Abbey Multi Academy Trust Policies, Child Protection and Health & Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Co-CEO's/Principal/Line Manager/Member of the SLT.

Name: <i>(Please print)</i>	Signature:
Date:	

LUNCHTIME SUPERVISORY ASSISTANT									
PERSON SPECIFICATION CRITERIA									
Skills		ESSENTIAL			DESIRABLE				
1	Ability to relate well to children and adults	A	I	R					
2	Ability to work constructively as part of a team	A	I	R					
3	Ability to maintain a safe, calm and happy approach	A	I	R					
4	Previous experience of working as a Lunchtime Supervisor				A				
Knowledge, qualifications and training		ESSENTIAL			DESIRABLE				
1	Working with or caring for children of relevant age	A	R	I					
2	Basic childcare and health and safety knowledge	A	I						
3	Appropriate knowledge of first aid				A				
Professional Attributes, Qualities and Values		ESSENTIAL			DESIRABLE				
1	Fully supportive of the Christian ethos and values of the Trust	A	R	I					
2	High personal standards of integrity and probity	A	I						
3	Be confident, positive and approachable	A	R	I					
4	Have consideration of the views of others	A	I						
Additional Requirements		ESSENTIAL			DESIRABLE				
1	Willing to abide by the Trust's Equal Opportunities Policy in the duties of the post, and as an employee of the Trust	A	I						
2	Willing to carry out all duties having regard to an employee's responsibility under the Trust's Health and Safety Policies	A	I						
3	To display a responsible and co-operative attitude to working towards the achievement of the Trusts's aims and objectives	A	I						
4	An ability to respect sensitive and confidential work.	A	I						

5	Commitment to own personal development and learning.	A	I				
6	Be punctual and have a good attendance records	R					

The criteria will be evidenced as indicated below:

'A' refers to the candidate's Application form and covering letter

'I' to interview

'R' to reference

Candidates should address at least all items marked 'A'

Referees are asked to comment on items marked 'R'

Where many candidates meet the essential criteria, the desirable criteria will be used to shortlist for interview.