



SHIRELAND

TECHNOLOGY PRIMARY



Applicant Information

Lunchtime Supervisor

Shireland Technology Primary

The MAT

The Shireland Collegiate Academy Trust objectives:

- A MAT where outcomes for young people in terms of progress are above the national average.
- A MAT where our academies are either Good or Outstanding within 3 years of joining.
- A financially healthy and stable MAT.
- A MAT that prides itself on its use of technology for teaching and non-teaching aspects.
- A MAT with a structure for rapid growth when needed.
- A MAT that builds partnership working to achieve outstanding educational outcomes and experiences.

Founded in April 2007 with two academies, currently there are four in the family with others set to join in the near future.

Our 5 Year Strategy

To build a better future for all within our Academies who in turn will positively impact their communities.

- To grow to a Trust of 10 Academies.
- To expand within the Primary sector using technology as a key too for progress with the Free School programme as our main delivery vehicle.
- To establish an operating model that creates a proactive and process driven delivery support model.
- To ensure each academy has a wraparound structure for pastoral support including behaviour.
- To create a curriculum delivery model within each of our academies that is responsive to change and can be adapted to meet individual student's needs.
- To create a model of inter-academy support and skill sharing to support student and staff progression.

Applications

Thank you for your interest in the post. Please note the closing date for applications is **8.00am Friday 12th June 2020**. Completed applications and supporting documents should be sent via email to HR@collegiateacademy.org.uk

Job Description

Job Title	Lunchtime Supervisor
Grade	Band B
Hours	8 hours 45 minutes per week, Term Time
Responsible to	Principal/Senior Supervisor

The primary purpose of the role

Working under the direction of the Senior/Principal Supervisory Assistant to supervise children during the school lunch time.

Duties and responsibilities: -

1. Supervision of handwashing before and after meals.
2. Escorting children to and from class to the dining room
3. Assisting the children with table manners, use of cutlery, cutting of meat, serving etc.
4. Supervision of return of table equipment to 'Returns' counter
5. Cleaning up any spillages etc in the Dining Room classroom and toilets
6. Supervision of children before and after the meal and playground duty
7. Organising games and activities in line with school's policy for enrichment activities

Such other duties as may be appropriate to achieve the objectives of the post or to assist the school in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

Safer Recruitment – The Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

Lunchtime Supervisor

Category	Essential	Desirable
Physical	<ul style="list-style-type: none"> • High standard of personal cleanliness and hygiene. • Able to stand for prolonged periods. • Able to meet the physical demands of the role. 	
Qualifications	<ul style="list-style-type: none"> • A good general education. 	
Experience	<ul style="list-style-type: none"> • Experience or working in a childcare context with primary aged children. 	
Training	<ul style="list-style-type: none"> • Willing to participate fully in all relevant training. 	
Special Knowledge	<ul style="list-style-type: none"> • Understanding of safeguarding children and the boundaries between adults and children in a school setting. 	
Circumstances		
Disposition	<ul style="list-style-type: none"> • Good communication skills • Reasonable level of Literacy 	
Practical and Intellectual Skills		
Legal Requirements	<ul style="list-style-type: none"> • Enhanced Disclosure and Barring Service Check. 	

Timeline

Closing date for applications is: 8.00am Friday 12th June 2020.

Following the shortlisting process, successful candidates will be invited for interview.

If after reading the information provided you feel that you meet the specification for the post, we would like to hear from you.

Please email your completed application form to: HR@collegiateacademy.org.uk