



SHIRELAND

TECHNOLOGY PRIMARY



Applicant Information

Senior 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 30th October 2020**. Completed applications and supporting documents should be sent via email to info@stp.shirelandcat.org.uk

Job Description

Job Title	Senior Lunchtime Supervisor
Grade	Band C SCP 5-8 £19,312 - £20,493 per annum pro rata
Hours	11.5 hours per week, Term Time
Responsible to	Business Manger

The primary purpose of the role

Working under the direction of the Business Manager to supervise children during school lunch time and supervise Lunchtime Supervisors.

Duties and responsibilities: -

1. Carry out physical supervision of pupils and attend to pupil welfare.
2. Supervision of handwashing before and after meals.
3. Escorting children to and from class to the dining room
4. Assisting the children with table manners, use of cutlery, cutting of meat, serving etc.
5. Supervision of return of table equipment to 'Returns' counter
6. Cleaning up any spillages etc in the Dining Room classroom and toilets
7. Report to the Senior Leadership Team on the general conduct of pupils and any disciplinary action which may have been necessary.
8. Supervise the work of the Lunchtime Supervisors.
9. Supervision of children before and after the meal and playground duty
10. Organising games and activities in line with school's policy for enrichment activities

11. Manage staffing to cover sickness or staff absence.
12. Ensure that the Head Teacher's guidance and directions are adhered to, including relationships with Teaching Assistants and Teachers who may choose to organise educational activities in the period.

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

Principal 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 of work in childcare context with Primary aged children. • At least 6 months experience of managing/supervising. • Experience of maintaining records 	
Training	<ul style="list-style-type: none"> • Willing to participate fully in all relevant training. • First Aid Qualification 	
Special Knowledge	<ul style="list-style-type: none"> • Understanding of safeguarding children and the boundaries between adults and children in a school setting. • Awareness of Health and Safety 	
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 30th October 2020.**

Interviews will be held week commencing 2nd November 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: info@stp.shirelandcat.org.uk