



Recruitment Pack

Girnhill Infant School
Lunchtime Supervisor
&
Teaching Assistant





We are currently a Trust of nine primary academies and are supporting other local primary schools as they look towards joining the Trust. We envisage our family growing over the next academic year. The focus of our Trust is to work with primary schools across the Wakefield District. Our VISION is to develop a community of schools working together to achieve excellent outcomes for all.

Since our establishment in 2016, the Trust has come a long way. Five of our nine schools have been inspected by OFSTED following conversion and the outcomes of each inspection have been positive, each report has highlighted strong and positive support from the Trust.

Our aim is to support schools through collaboration. We will ensure that our academies are able to provide an excellent education for children, families and community they serve. We believe in freeing teacher and leaders from bureaucracy to concentrate on providing they very best teaching, learning support and development that every child deserves.

We aim to deliver continuously improving educational opportunities and exciting educational experiences to all our pupils to share with their communities.

I wish you well with your application and look forward to hearing from you.

Sue Vickerman

CEO

The journey we have been on over the last 12 months serves to illustrate how we are making INSPIRE a very forward thinking and innovative Trust. Please read our **Annual IMPACT Report** available on the home page of our website: www.ipmat.co.uk.

We wish to grow our Trust and believe we have a compelling offer for others to join. Please look at our Trust Prospectus which is also available on the home page of our website: www.ipmat.co.uk.



Our Trust is made up of nine primary academies, all within the Wakefield District.



At Inspire Partnership Multi-Academy Trust, our values are central to all we do:

Respect

Where respect is the foundation of each school community, built upon professionalism, appreciation for diversity and embracing individuality.

Recognition

Where all individuals are recognised for their dedication and commitment leading to shared success for all.

Responsibility

Where responsibility, trust and openness underpin all we do. Forming a shared responsibility for professional collaboration and individual accountability, we make a difference to the children in the communities in which we serve.

Resilience

Where all individuals are resilient: striving for excellence, embracing challenge and collaborating with confidence and courage.



Job Description

Post Title:

Lunchtime Supervisor & Teaching Assistant

Grade:

Grade 2 – SCP 2 – Lunchtime Supervisor

Grade 4 – SCP 5 – Teaching Assistant

Reporting to:

Headteacher

Supervisory responsibility:

- The postholder may be responsible for supervision of pupils during lunch time periods.
- Under the direction and supervision of a teacher or line manager (e.g. Higher-Level Teaching Assistant), to support pupil's learning, to attend to pupils' personal needs and to provide general support in managing pupils and the classroom.

Purpose of Job:

- To assist with the supervision of pupils during lunch time periods.
- To uphold and promote the Academy's child protection and safeguarding policies and procedures and ensure they are adhered to by all staff.
- To promote the safety and wellbeing of students.
- Under the direction and supervision of a teacher or line manager (e.g. Higher-Level Teaching Assistant), to support pupil's learning, to attend to pupils' personal needs and to provide general support in managing pupils and the classroom.

Requirement for the post

	Essential	Desirable
Qualifications /Training	<ul style="list-style-type: none"> Level 2 Numeracy/ Literacy or willingness to work towards 	<ul style="list-style-type: none"> Support Work in Schools (S.W.I.S.) Level 2 Sporting Qualifications Supporting pupils with S.E.N. Level 2 or 3 qualification.
Knowledge	<ul style="list-style-type: none"> Willingness to participate in training Good Numeracy/Literacy skills Appropriate knowledge of First Aid 	<ul style="list-style-type: none"> Knowledge of basic hygiene procedures Use of Technology e.g. ICT Child Protection issues Health, Safety & Security issues. Data Protection issues.
Experience	<ul style="list-style-type: none"> Working with children within a caring profession Working within a team 	
Physical Skills	<ul style="list-style-type: none"> Ongoing physical activity e.g. standing or walking, outdoor working Effective use of resources 	
Competencies and other skills required	<ul style="list-style-type: none"> Effective communications skills Team working skills Supervisory skills Caring skills Very high levels of concentration and alertness required The ability to relate well with children and adults. The ability to work as a member of a team. 	

Specific Duties & Responsibilities

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

- To supervise children during meal breaks and to cut up food where appropriate.
- To supervise pupils inside and outside to ensure their welfare and safety.
- To supervise children during meal breaks to ensure their welfare and safety is utmost and that good conduct is maintained at all times.
- To check that all pupils return safely to their classrooms.
- To follow the school's behaviour policy to ensure good conduct is maintained.
- To administer basic first aid, record details and communicate accidents and incidents to appropriate staff following school procedure.
- To ensure that persons on the premises who are not pupils are authorised.
- To refer any cases of unacceptable behaviour to the Headteacher/ relevant Class Teacher or Family Mentor.
- Cleaning up spillages within the dining area.
- Attend to children who are ill during lunch time – as and when required.
- To adhere to the school's safeguarding policies and procedures.
- Report any problems to the Senior Lunchtime Supervisor / Learning Mentor / Headteacher.
- To prepare the classroom as directed for lessons and to clear afterwards.
- To assist with the display of work.
- To assist the teacher or line manager by contributing as directed to a pupils' individual behaviour/education plan.
- To provide or gather routine information to or from parents/carers under the direction of the teacher or line manager.
- To provide general support with learning activities (e.g. literacy, numeracy, KS3, early years) to enable pupils to understand instructions and to ensure they remain on task.
- To assist with the maintenance of equipment and resources.
- To assist pupils in using resources, e.g. ICT.
- To participate in school visits, assisting with activities as required.
- To undertake routine clerical duties including bulk photocopying and collecting dinner money.

People and Budget:

None

Physical Resources:

Effective use of resources as determined by the Headteacher or Office Manager.

Customers and Clients:

- Pupils at the school, looking after the welfare and discipline over the whole of the lunch break.
- The post involves some direct impact on the wellbeing of pupils through undertaking tasks or duties related to the post.

Working Conditions:

- The nature of the post may involve some ongoing physical effort for long periods e.g. standing or walking, awkward postures, pushing/pulling, lifting/carrying
- Outdoor working conditions in dry weather & indoor working conditions in wet weather.
- The post holder may be subject to some exposure to disagreeable or unpleasant people related behaviour.
- The post involves contact with people which through their circumstances or behaviour occasionally places emotional demands on post holder

Employment checks required of this post:

- Evidence of entitlement to work in the UK
 - Two satisfactory references
 - Evidence of essential qualifications
 - An Enhanced DBS Certificate
- Confirmation of medical fitness for employment