



Midday Meal Supervisor Application



ST. MARK'S



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Letter from Sir Steve Lancashire, Chief Executive, REAch2 Academy Trust

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Teachers within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence, and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

Sir Steve Lancashire

Chief Executive, REAch2 Academy Trust



Letter from Claudet Hedman, Head Teacher, St Mark's C of E Primary Academy



ST. MARK'S
C OF E PRIMARY ACADEMY

Inspiring minds, achieving excellence, nurturing faith

Welcome to St Mark's C of E Primary Academy. I am delighted that you have decided to submit an application for this post.

We are a unique, caring, family orientated school, serving a wonderfully diverse community. Our vision is to **inspire** a thirst for knowledge, thinking and learning through our creative, curriculum and values-based ethos; our core purpose is to ensure that our pupils and staff **achieve** excellence through hard work, determination and a focus on maintaining high standards of attainment and conduct. Here at St Mark's, we understand that each individual is uniquely created to 'shine' and grow into compassionate, resilient and responsible individuals, able to contribute positively to the school, the local community and make a difference in society.

At St Mark's our mission is to provide the same standard of education and care for all our pupils as we would wish for our own children. As a Church of England Academy, Christian values are central to the life of our school, where we worship together, serve together and grow together. We build **nurturing** relationships based on honesty, respect and trust. In so doing, we welcome everyone from all faith backgrounds and none.

Our learning environment provides a happy, calm and purposeful atmosphere with a culture of high expectations for all. We educate and nurture the whole child through an exciting, creative and inclusive curriculum which develops children's knowledge, skills and identity across a broad range of subjects, encouraging all to excel.

Thank you for your interest in this post and we look forward to receiving your application.

Claudet Hedman

Headteacher

Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

Inspiration breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.



REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: www.reach2.org

The role

Midday Meal Supervisor at ST. Mark's C of E Primary Academy

ST. Mark's C of E Primary School, Albert Road, South Norwood, London SE25 4JD

Salary NJC 1c FTE £20,466 - £21,408

Job Purpose

We require a Midday Supervisor to support, engage and play with our children during the lunchtime break. The role includes supervision of the dining hall and playground. This post is a 1 year fixed-term contract for 6.25 hours per week for 39 weeks per year (term-time only + INSET days).

We are seeking to appoint a committed, enthusiastic and positive candidate, preferably with experience of working with children. The successful candidate will need to be reliable, a good time keeper, confident in dealing with pupils, a good communicator, calm and willing to undertake relevant training, including first aid and safeguarding.

The application

You are invited to submit an application form to Suzanne Cookson, Business Manager, sbm@st-marks.croydon.sch.uk

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust's online [Equality & Diversity Monitoring Form](#) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion please contact Carole Clarke.

The application process and timetable

Application deadline:	9am Monday, 2 nd November 2020
School visits:	School visits are not possible with the current social distancing guidance in place
Interviews:	Tuesday, 9 th November 2020
Contract details:	1 Year Fixed-Term
Salary:	NJC 1c FTE £21,030 - £21,408
Start date:	ASAP

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that academies and academy personnel are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all of our pupils.

We have a principle of open competition in our approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process aims to ensure the identification of the person best suited to the job based on the applicant's abilities, qualifications, experience and merit as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system after six months from notifying unsuccessful candidates, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your details will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](#).

Job Description

Post:	Midday Supervisor
Salary:	NJC 1c FTE £21,030 - £21,408
Responsible to:	Claudet Hedman/Headteacher

Core Purpose

To ensure there is a secure and welcoming facility to support, motivate and supervise pupils in eating their meal and play activities. Responsible for the health, safety, conduct and wellbeing of all pupils, and in particular those in the class allocated under the cleaning rota.

Also ensure the smooth running of the meal arrangements by anticipating and dealing with problems and promoting constructive play ideas with pupils.

As a member of ST. Mark's Midday Supervisors Team to take individual and collective professional responsibility for the championing the REAch 2 diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

Responsibilities

Support for Pupils

At mealtime:

- Ensure that the meal arrangements comply with all school policies and provide a safe environment for pupils, including those with special needs.
- Support pupils in meal arrangements.
- Teach games to the pupils.
- Ensure that the pupils dry their hands and support any handwashing or sanitising hygiene practices implemented by the school.
- Ensure that the pupils move through school quietly and behave in an orderly way in the dining hall.
- Ensure that pupils who have special dietary needs or whose parents have requested a packed lunch, receive the correct meal. Pour water for the pupils.
- Ensure that pupils eat their meal in a socially acceptable way – talking quietly to pupils either side of them.
- Encourage pupils to be independent in clearing away after a meal. Teach the pupils to keep the floor clean.
- Promote a learning environment within the ethos of the school.
- Establish constructive relationships with pupils and interact with them according to individual needs. Promote the inclusion and acceptance of all pupils.

In Playtime:

- Ensure pupils are dressed appropriately for the weather (checking coats are fastened).
- Make sure that toilets are used sensibly and ensure any hygiene measures put in place are adhered to.
- Ensure that pupils are not in the building when they should be outside.
- Teach games and implement good behaviour in the playground (follow the appropriate policy).
- Be aware of any pupils with special needs who may need extra awareness in the playground or at lunch.
- Ensure that everyone (adults and pupils) is treated with respect and that equality of opportunity is given to all (see Equal Opportunity Policy).

Wet Playtimes:

(As well as above)

- Supervise a class while they play classroom games, draw or finish school work.
- Read a story or play games.
- Ensure equipment is returned to its correct place in an orderly way and in good condition before the start of the afternoon teaching session.

Attend School Meal S

Communication with others:

- To recognise and report on child protection issues according to school policy.
- Tick the attendance register each day.
- Be aware of school events by looking at the whiteboard in Medical room and Staff room, timetable on notice board in Staff room and reading your copy of the newsletter.
- Ensure that the "Class Behaviour Book" is used to record incidents.
- Ensure that stickers are used to record incidents involving pupils in other classes and that these are passed to the appropriate person.
- Communicate any general concerns to the class teacher at the end of the lunchtime.

Support for the School:

- Prepare, maintain and use resources required to meet requirements and assist pupils in their use.
- To assist with the setting up of the dining hall (this includes moving tables/stacks of chairs) if required.
- Ensure the pupils are always supervised, arrive punctually to their classroom, and the area is tidied up each day. Ensure the playground equipment is used and stored properly. Be punctual and reliable.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.

- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Appreciate and support the role of other professionals. Attend and participate in relevant meetings as required. Participate in training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to REAch2's Equal Opportunities policies and to the standards of customer care.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade.

Green Statement

- Seek opportunities for contributing to sustainable development of the borough, in accordance with REAch2's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

Data Protection

- To be aware of REAch2's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- To maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

Confidentiality

- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the council's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Equalities

- REAch2 has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Customer Care

- Ability to demonstrate a commitment to REAch2's Customer Care Policy.

Health and Safety

- Deal with minor accidents in the playground or hall – medical assistance can be sought from the designated First Aider.
- Supervise pupils during Fire Drill (real or practice) or any emergency situation.
- Follow the appropriate procedure when a pupil is sick as well as cleaning it up. Ensure the Administration Officer in the office is informed.
- Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

To contribute as an effective and collaborative member of the school team

- To participate in training to be able to demonstrate competence.
- To participate in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the School Service
- Supporting Customer Focus, Best Value and electronic management of processes.
Actively sharing feedback on School policies and interventions

Person Specification

The person specification is a picture of the skills; knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the short listing and interview process for the post. If you are a disabled person and are unable to meet some of the job requirements specifically because of your disability, please say this in your application. If you meet all the other criteria you will be short listed and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

	Essential	Desirable
Right to work in the UK	*	
Knowledge/Qualifications and experience		
Experience of working with children at lunchtimes in a school setting		*
Working with or caring for pupils of relevant age	*	
Commitment to and understanding of Equal Opportunities	*	
Understanding of relevant policies/codes of practice and awareness of relevant legislation	*	
Basic understanding of child development and learning	*	
Skills , abilities and personal attributes		
Evidence of a commitment to safeguarding and promoting the welfare of children and young people	*	
Commitment to promote and support the aims of REAch2	*	
Confidence in dealing with young people, maintaining discipline and motivation	*	
Ability to relate well to pupils and adults and work constructively as part of a team	*	
Displays commitment to the protection and safeguarding of children and young people	*	