



**Truro and Penwith
Academy Trust**

Vacancy Information Pack

School Name:	Berrycoombe School
Job Title:	Lunchtime Supervisor

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Berrycoombe School

Job Title:	Lunchtime Supervisor
Pay Point / Pay Range:	TPAT Point 1
Full Time Equivalent Annual Salary:	£22,269 - (if paid over 52 weeks)
Actual Annual Salary for this Role:	£2,554.70
Contract Type:	Permanent Variable
Hours Per Week / Weeks Per Year	Hours – 5 hours per week - 12:30 am – 13:30 am Working Weeks – 38 working weeks (Term time only) Paid Weeks – 43.699
Closing Date:	12 midnight on 28 th November 2024
Proposed Shortlisting Date:	2nd December 2024
Proposed Interview Date:	6 th December 2024

Lunchtime Supervisor

To be part of the Lunchtime team to assist and supervise individuals and groups of pupils during the lunch break, encouraging responsible and appropriate behaviour, activities and play ensuring the safety of pupils.

- Work in line with the professional standards for a lunchtime supervisor. To supervise children during the lunch period in accordance with the school's pupil management, discipline, behaviour and bullying policies. To complete the necessary records with regard to any incidents relating to such policies.
- Anticipate and respond to individual pupils, changing approach as required for each pupil, using the support of team members when needed.
- Positively encourage good behaviours, provide a fair and tolerant lunchtime service where pupils understand the rules and follow them.

- See the dining experience through the eyes of the child and build a rapport with pupils so they trust and respect lunchtime supervisors and the catering team.
- Know the signs to look for in pupils to recognise when extra help may be required.
- To report back to the appropriate Teacher any issues relating to children’s progress, achievements, behaviour or problems which may become apparent.
- To organise and positively interact with approved group activities and games for children as authorised by a member of the teaching staff, so as to enhance the development of children’s learning and social integration. Ensure indoor activities are arranged and made available to children during wet lunchtime break periods which ensure appropriate and safe behaviour of children during these periods.
- To remain aware of children with special educational needs and liaise with the appropriate SEN Assistant to ensure play activities are appropriate and safe for all children.
- To assist children in preparing for meals including hand-washing, helping children with the correct use of cutlery, promoting good table manners and encouraging children to eat a variety of foods.

To find out more about Berrycoombe please visit:	www.Berrycoombe School
To discuss this position please contact the Business Manager:	Email – KWilliams@berrycoombe.tpacademytrust.org. Telephone – 012 087 4969
Application packs can be downloaded from:	www.tpacademytrust.org/web/application
Please email your completed application form and equality & diversity monitoring form by the closing date to:	KWilliams@berrycoombe.tpacademytrust.org

Please note that successful candidates will be informed via email.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, workers, volunteers, governors and trustees to share this commitment. All successful applicants will be subject to appropriate pre-employment checks and will be required to complete a Disclosure and Barring Service (DBS) Enhanced Check, a Safeguarding Self-Declaration Form and satisfactory online searches undertaken.

School Information for Applicants

School Address:	Berrycoombe School
School Telephone Number:	012 087 4969
School Email Address:	KWilliams@berrycoombe.tpacademytrust.org
Name of Headteacher:	Craig Robertson
Website Address:	Berrycoombe School



Welcome to Our School

This information pack will provide you with an insight into our school and offer some practical information which will be of use to you as a prospective member of our school community.

At Berrycoombe we believe that education is important because it gives our children freedom and choice both now and in the future. Education empowers children. We are committed in ensuring that all our child make an excellent start to their learning.

At Berrycoombe we have high aspirations and hopes for our children. We will ensure they love their learning and have fun and that they feel safe at school and fulfil their full academic potential.

We are friendly, informal and always willing to listen, support and help.

Our School enjoys working collaboratively with our partner schools within Truro and Penwith Academy Trust.

We welcome visitors as this is the best way to see our lovely school, experience our creative and captivating curriculum and meet our motivated and engaged children. Please phone the school telephone number provided if you would like to arrange to look around.

General Background

Berrycoombe School opened in 1980. Our school serves a challenging community and we are committed to raising standards and ensuring that all children achieve. We joined Truro & Penwith Academy Trust in 2018. TPAT is a supportive and collaborative organisation with one primary focus: the improvement of teaching and learning within Cornwall. The Academy Trust works with local schools to ensure that young people in Cornwall have access to the best possible learning experiences.

Class Organisation

The school currently has 181 children on roll.

Reception

1 x Year 1 class

1 x Year 2 class

1 x Year 3 classes

1 x Year 4 class

1 x Year 5 classes

1 x Year 6 class

Berrycoombe Berries Nursery currently has 25 on roll, Classes for 2yr and 3&4 year olds.

Staff Organisation

The School has 8 full-time Teachers and 29 Support staff. We have a Deputy Headteacher, together with a SENCO and PSA (Parental Support Advisor). The support staff comprise of HLTA's and Teaching Assistants who are a key part of our teaching and learning. We also have a dedicated non-teaching team which cover the administrative and site management responsibilities of the school.

Our Curriculum

We have invested in providing a bespoke, exciting and creative curriculum which inspires and motivates children and supports high quality learning. At Berrycoombe we believe that children need a safe and nurturing environment to enable each child to develop and grow. The school provides Forestry School programme within the extensive school grounds and are lucky to be situated near the Camel Trail.

Safeguarding

TPAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff, workers, volunteers, governors and trustees to share this commitment.

Shortlisted candidates will be required to complete a Safeguarding Self-Declaration Form as part of their application. We will also carry out online searches as part of our due diligence on the

shortlisted candidates, as updated in the Keeping Children Safe in Education recommendations. This may help identify any incidents or issues that have happened, and are publicly available online, which the School or Trust might want to explore with the candidate at interview.

Successful candidates will be required to complete a Disclosure and Barring Service (DBS) application and Health Assessment form as part of their pre-employment administration. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Application Information

We hope that you find this pack provides all of the information you need in order to consider your application for the post. Should you have any questions or matters you would like to discuss informally, or to arrange a visit, please contact:

Contact Name:	Kathryn Williams
Contact Email Address:	kathbsm@berrcyoombe.cornwall.sch.uk
Contact Telephone Number:	012 087 4969

Please note that CVs will not be accepted.

Application packs can be downloaded from: www.tpacademytrust.org/web/application_pack/604811

Closing Date:	28 th November 2024
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Completed applications must be returned to the email address above and be received by 12 Midnight on the closing date provided.

Interview Date(s):	6 th December 2024
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To ensure the fairness of the selection process, shortlisting will be based upon information which you provide in your application, and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification.

If we have not contacted you within 14 days of the closing date, it is unlikely that you have been shortlisted on this occasion. Many thanks for your interest in this post.