



**CANDIDATE PACK**

**Lunchtime Supervisor**

**HAWTHORN COMMUNITY**

**PRIMARY SCHOOL**



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# ABOUT US

'Cultivating the futures of our children'



Hawthorn Community Primary School has a rich and varied history, celebrating its 125th anniversary in 2020. Hawthorn is a well-loved feature of the local community, with the support of local residents, governors, parents, families, committed staff and our Trust-Pathfinder Schools. Staff and pupils alike are proud to be a part of our school, and we are a team that is committed to children's well-being, achieving high standards and providing the very best opportunities for all in our care. We employ just under 50 staff including Teachers, Leaders and Support Staff who enable our 295 pupils and families to thrive.

Our school is located in Kettering in the towns heritage area and boasts traditional Victorian buildings with outside space which has been maximised to offer a wide range of facilities to encourage learning and play. With close links to the local Church and community, our school proudly looks to celebrate the past while providing a modern, 21st Century learning experience.

To learn more about our school you can also follow us on Twitter on @HawthornSch

Hawthorn Community Primary School joined Pathfinder Schools in April 2019 and is an established part of the team. Pathfinder Schools is made up of a supportive Central Team and ten Schools, including Primary, Infant and Junior Schools and a large secondary Academy.

# OUR VALUES

Hawthorn Community Primary School cultivates the futures of its pupils by providing them with the skills needed for their role in the wider world. We recognise, celebrate and nurture the strengths and talents of all members of our school community.

The children at Hawthorn are at the heart of every decision we make. Through our values of **Teamwork, Community, Respect, Thoughtfulness, Resilience and Creativity**, we have created an environment where our children are keen and enthusiastic to learn.

We inspire children to express their **CREATIVITY** in all areas of learning and in their wider school experiences. We develop children's **RESILIENCE** in challenges that they may face. **RESPECT** underpins every aspect of our school life and beyond. We promote **THOUGHTFULNESS** in all that we do. Encouraging **TEAMWORK** enables our children to become well-rounded citizens in preparation for their future lives. We empower our children to have a greater understanding of their role in class, school and wider **COMMUNITY**

We offer an engaging, broad and balanced curriculum, which aims to spark the children's curiosity and cultivate a passion for life-long learning. Our curriculum brings knowledge, skills and understanding alive ensuring that whilst our children are learning, they are also having fun and creating a lifetime of memories!

It is important to us that children and parents alike feel a sense of pride and belonging towards Hawthorn. We are committed to creating an inclusive and nurturing school where every child feels safe, valued and encouraged to follow their aspirations. At Hawthorn, our dedicated team of staff work tirelessly to support our children's wellbeing, achieve high standards and provide opportunities that will shape their futures.





# CAREER DEVELOPMENT



We are committed to developing our staff and invest heavily in our well developed CPD programme, as well as giving our staff the freedom to focus on highly effective learning. We also provide our staff with access to accredited qualifications and training.

**Apprenticeships**-Both our support staff and teaching staff have access to apprenticeships unique to their area of work.

**Early Career Framework**-We are proud to be a member of Pathfinder Schools who in partnership with the Best Practice Network (BPN) delivering the new Early Career Framework. Our Early Career Teachers benefit from our specialist skills in the new framework.

**National Professional Qualifications (NPQ'S)**-Pathfinder Schools is an official NPQ delivery partner who in collaboration with the Outstanding Leaders Partnership (OLP) are delivering the new National Professional Qualifications (NPQ) training programmes to schools. The new qualifications draw from the very latest evidence and research into pedagogy, behaviour, curriculum and more.

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# WHAT OUR STAFF APPRECIATE MOST

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“Total commitment to the care and welfare of all staff and children”

“Approachable SLT, AMAZING staff”

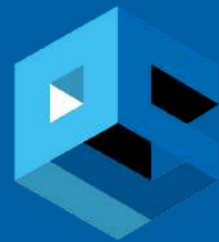
“friendly atmosphere and supportive colleagues”

“Support is always there from all staff members”

“Safe environment and support/friendship from colleagues”

“Caring environment for the children”

# Being part of Pathfinder Schools

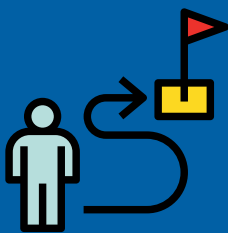


Pathfinder Schools is a cross-phase, multi-academy Trust of 10 schools in the north of Northamptonshire. Our Trust includes both church and community academies and we work closely together, connected by the vision we share for our pupils. Each school has its own unique character but we are unified by our unshakeable belief in the power of education to change lives. We believe that staff and pupils can flourish when they are happy and well-supported. We are inspired by the challenge of providing children with a rich tapestry of experiences that allow them to explore the world and their place in it.

We are passionate about our values of **Aspiration, Responsibility and Courage**, we believe that when people feel respected and included they can be more creative, innovative, and successful.

## One Trust, transforming lives and communities, inspiring greatness

### Our purpose



Our Trust is a growing family of schools, built on a commitment to the development of the children and young people in the communities we serve.

We exist to deliver the very best educational outcomes for every learner.

Based upon a foundation of independence, we empower young people to broaden their horizons and open their minds to new opportunities.

### Our vision



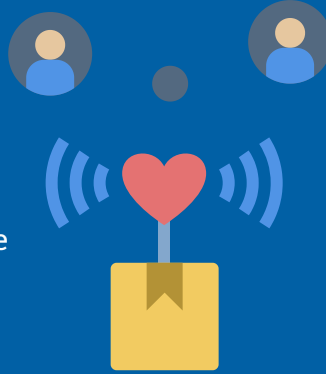
Together we want to develop inspirational schools which instil Aspiration, Responsibility and Courage in every learner, enabling them to find the greatness within them.





## Our strategic objectives

- Every school a great school
- Every school an inspiring place to work and learn
- Every school a school of choice in the community
- Every school expertly supported by a strong central team



## Our Values

Our values stand at the very core of everything. They are the centre from which all we do and say radiates, guiding the way that we work together.

## Our Values

### Aspiration



### We aim high

Everyday we aim to be the best we can be. We are all striving to reach our own personal greatness. We recognise that we do not all start from the same place and we work to enable all to overcome barriers and achieve their full potential.

### Responsibility



### We play our part

We believe that we are all responsible for making Pathfinder Schools an inspiring place to work and learn. We hold ourselves accountable for our own actions, admit when we have failed against our own standards, feel comfortable asking for support and always strive to be our best selves.



### Courage – We are brave

We are a Trust that faces challenges directly, we are honest about the decisions we make and the reasons for them. We support each other through difficult times in our learning and in our lives. We have the strength to persevere in the face of difficulty, uncertainty and challenge.



# Lunchtime Supervisor



## Contract type

- Permanent
- Part Time
- 7.5 hours per week
- Monday to Friday
- 11:45am - 13:15pm
- 38 weeks per year

## Salary

- Grade C Points 2-3
- £22,366 - £22,737 per annum pro rata

## Shortlisting

- To be confirmed

## Interviews

- W/C 18th November 2024

## Start date

- Anticipate 2nd January 2025

## How to apply:

To apply, please complete a Pathfinder Schools application form, which can be downloaded from the vacancies page of the website:

[www.pathfinderschools.org.uk/join-us/vacancies](http://www.pathfinderschools.org.uk/join-us/vacancies)

Completed application forms should be accompanied by a letter of application and should be sent to:

[recruitment@pfschools.org.uk](mailto:recruitment@pfschools.org.uk)

# Advert

We are looking for a Lunchtime Supervisor to join our dedicated team. The role is primarily to provide a safe environment for the children and to be responsible for supervising and assisting them over the lunchtime period.

This will include:

- Setting up of the hall and diner ready for lunch, which includes putting out tables and benches
- Supervision of the children while eating
- Clearing away of tables, benches and cleaning up the hall
- Supervision of the children at playtime, including playing and leading games with the children and supporting them to resolve issues
- Ensuring children are actively occupied during wet playtimes

The successful candidate will have:

- Good communication and listening skills
- An interest in working with and interacting with children
- The ability to work as part of a team
- An awareness of child protection issues
- An ability to problem-solve and communicate adequately concerning issues with staff and children.

We can offer you:

- Well motivated children and supportive families
- An enthusiastic, friendly and dedicated staff
- A driven and determined SLT
- Loyal Governors
- A chance to work as part of our self-created Multi Academy Trust: Pathfinder Schools

We are proud of Hawthorn Community Primary School and welcome visits from prospective applicants. Visits can be arranged by contacting the school business manager, Jo Marshall, on 01536 512204.

# Advert cont.

Being part of Pathfinder Schools offers a fantastic opportunity to develop yourself, as a Trust we actively encourage collaboration and the sharing of good practice; we believe that by developing a love of learning and having the highest expectations, all members of the Pathfinder Schools community can achieve and inspire greatness.

We occasionally close vacancies early in the event that we receive a high volume of applications. Interviews may begin soon after receipt of applications for shortlisted candidates, therefore we recommend that you apply early.

Pathfinder Schools are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. DBS, Reference, Identity, Criminal Record and Medical Checks are mandatory for all posts within Pathfinder Schools.

The workplace will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Hawthorn Safeguarding Policies and Procedures are available on their website, which can be accessed at the following web address :

<https://www.hawthornprimarykettering.co.uk/page/?title=Policies&pid=34>

Pathfinder Schools and our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, medical, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our Recruitment and Selection Policy which includes further information on pre-employment checks and our statement on the Recruitment of Ex-Offenders <https://pathfinderschools.org.uk/join-us/vacancies>

## Online searches

As part of our rigorous Safer Recruitment process Pathfinder Schools has adopted the practice of online searches for external shortlisted candidates. The purpose of the search is to enable us to fulfil our duty under Keeping Children Safe in Education and is part of our due diligence to identify any incidents or issues that have happened, and are publicly available online, which we may need to discuss with you during interview.

Therefore, if you are shortlisted for a role an appropriate online search will be undertaken on your name(s). Consent to an online search is included in the Pathfinder Schools application form. Searches are based on publicly available information, therefore where your profiles are private or are locked, no further search will be required on these pages. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

Pathfinder Schools is committed to creating a diverse workforce. We consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

# Lunchtime Supervisor



## Job Description

### Responsible to:

- Head Teacher/ Deputy Head/ Business Manager

### Overall purpose of the post:

- To supervise and assist children during lunchtime, inside the school and in the playground, to ensure a safe and positive learning environment is maintained and that all children behave appropriately.

Pathfinder Schools is committed to creating a diverse workforce. We consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Pathfinder Schools and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our Recruitment and Selection Policy which includes our statement on the Recruitment of Ex-Offenders

### Main responsibilities and tasks:

This role covers a range of activities to ensure that lunchtimes at school are a safe and effective part of children's education and development. The normal duties will usually include the following:

- Be committed to the safeguarding and promotion of the welfare of children and young people.
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person.
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security within the school environment
- Contribute to the overall ethos/work/aims of the school and trust.
- Establish constructive relationships and communication with all staff and other agencies/professionals.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in training (including safeguarding and child protection) and other learning activities and performance development as required

- Supervising each lunch sitting, during the meal, activities will include monitoring children to encourage them to eat healthy lunches, helping children who are having difficulties, such as but not limited to cutting up food and encouraging good table manners.
- Ensuring children display 'good' behaviour in line with behaviour procedures
- Ensuring tables are set out in the hall, supporting those staff who have direct responsibility for this task
- Moving lunch box trolleys into position
- Ensuring equipment such as bins, cutlery and signage is set up in good time and is in the agreed format.
- Ensuring tables are wiped during and between sittings in accordance with H & S standards
- Managing the toileting area at lunchtime; including replenishing tissue/towels, mopping and queue management-being aware of the needs of specific children to avoid wetting accidents.
- Making safe any hazards in the playground, for example e.g. sweep puddles, remove broken branches and other slip/trip hazards. Seeking assistance and reporting concerns as appropriate.
- Administering basic first aid and escalate incidents to the designated First Aider as appropriate, ensuring Health and Safety procedures are followed.
- Supervising and encouraging safe play (be familiar with, follow and understand relevant Risk Assessments)
- Flexibility and be supportive of the 'school organisation' on the day, reinforcing a cohesive Lunchtime Supervisor Team.
- Supervising children in the playground (or in the hall or classrooms in wet weather)
- Be aware of and adhere to the H & S policy & lone working Policy
- To relate to staff, children and visitors in a cooperative and pleasant manner

## **Accountabilities**

- Providing a safe environment for children and take responsibility for supervising and assisting children over the lunchtime period.
- Making decisions to resolve problems and issues that may arise during the lunchtime period.
- Monitoring children in the dining room in order to encourage children to eat healthy, balanced lunches.
- To be familiar with the behaviour policy and apply sanctions or/& rewards as appropriate
- To be familiar with the First Aid Policy and deal with, record and make appropriate decisions concerning first aid incidents and illness to ensure maximum safety for the children during lunchtime.
- To be aware of and promote the aims of the School and Pathfinder Schools as a whole
- To maintain confidentiality regarding all School matters.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The workplace will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

# Lunchtime Supervisor

## Person Specification



The essential and desirable criteria outlined in the table below will be used as part of the shortlisting process. Candidates should meet all essential criteria to be considered for the post, desirable criteria will be referred to where further shortlisting activities are required beyond the consideration of essential criteria. This is usually the case in respect of a high volume of applications meeting all shortlisting criteria.

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Training</b>	<ul style="list-style-type: none"><li>• Willingness and ability to complete whole school behaviour training and consultation.</li><li>• Willingness to review and improve their performance by taking part in the school's performance appraisal programme.</li></ul>	<ul style="list-style-type: none"><li>• Recently completed school behaviour training</li><li>• Basic first aid.</li></ul>
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"><li>• The ability to work as part of a team.</li></ul>	<ul style="list-style-type: none"><li>• Recent experience of working in a school environment</li><li>• Recent experience in a similar role.</li></ul>
<b>Written Application</b>	<ul style="list-style-type: none"><li>• A well - constructed application.</li></ul>	<ul style="list-style-type: none"><li>• Typed application.</li></ul>
<b>Communication / Approach</b>	<ul style="list-style-type: none"><li>• An ability to communicate calmly and effectively with children, adopting a fair and consistent approach at all times.</li><li>• Enthusiastic, adaptable, flexible and reliable.</li><li>• A friendly disposition</li><li>• An ability to establish good working relationships with staff and children and to maintain appropriate relationships and personal boundaries with students</li></ul>	<ul style="list-style-type: none"><li>• Able to work on their own initiative as appropriate.</li></ul>
<b>Equal Opportunities</b>	<ul style="list-style-type: none"><li>• A commitment to equal opportunities.</li></ul>	<ul style="list-style-type: none"><li>• Examples of good practice from their own experience.</li></ul>

# Lunchtime Supervisor



## Person Specification

The essential and desirable criteria outlined in the table below will be used as part of the shortlisting process. Candidates should meet all essential criteria to be considered for the post, desirable criteria will be referred to where further shortlisting activities are required beyond the consideration of essential criteria. This is usually the case in respect of a high volume of applications meeting all shortlisting criteria.

Criteria	Essential	Desirable
<b>PPE</b>	<ul style="list-style-type: none"><li>• Able to wear the correct PPE.</li><li>• Well presented at all times.</li></ul>	<ul style="list-style-type: none"><li>• Recently completed school behaviour training</li><li>• Basic first aid.</li></ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"><li>• A commitment to safeguarding and promoting the welfare of children and young people</li><li>• Enhanced DBS disclosure check</li></ul>	<ul style="list-style-type: none"><li>• Recent experience of working in a school environment</li><li>• Recent experience in a similar role.</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li><li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li><li>• Ability to work under pressure and prioritise effectively</li><li>• Commitment to maintaining confidentiality at all times</li><li>• Commitment to safeguarding and equality</li><li>• Embraces change well</li><li>• Deals with difficult situations effectively</li></ul>	

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The job-holder will ensure that academy policies are reflected in all aspect of their work, in particular those relating to:

- 1. Equal Opportunities
- 2. Health and Safety
- 3. General Data Protection Regulations (2018)
- Data Protection Act (2018)
- 4. Safeguarding children and young people

Notes:

This job description may be amended at any time in consultation with the postholder.

Pathfinder Schools and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our Recruitment and Selection Policy which includes our statement on the Recruitment of Ex-Offenders [Pathfinder Schools - Pathfinder Schools Vacancies](#)



# Contact us

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<https://www.hawthornprimarykettering.co.uk>