

Lunchtime Supervisor

Monday – Friday, 11:45 – 13:00

Harpfield Primary Academy

Autumn 2024



**HARPFIELD
PRIMARY
ACADEMY**
*Creative
Education
Trust*



Dear Colleague

Thank you for your interest in the role of Lunchtime Supervisor at Harpfield Primary Academy.

Harpfield Primary Academy joined Creative Education Trust in April 2015. We are a single form entry school from Nursery to Year 6.

As an academy sponsor, Creative Education Trust is focused on the quality of the educational experience it provides for its students. All of our schools that have been visited by Ofsted since joining the Trust are now rated 'good', having previously been 'inadequate' before joining the Trust.

As a smaller academy we have the privilege of being able to form fantastic relationships with staff and children. It is important to us as an academy to provide a broad and balanced curriculum. In this way, we provide our children with a wealth of experiences to find out where their strengths and interests lie.

At Harpfield Primary Academy, we want each child to be ambitious, successful and most importantly; happy. Children should leave us well equipped for high school and beyond and confident enough to handle the challenges of the wider world; academically and socially. We believe in providing the best possible start to education for all of our children.

Our vibrant school can be sampled on our website. We look forward to the chance to meet you and the opportunity to show you what we have to offer.

I look forward to receiving your application.

Yours sincerely,

Jemma Adlington
Headteacher

“Harpfield Primary Academy provides each and every child an opportunity to blossom.”

You can find out more at:
www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.



Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities

Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

Our Values

Ambition

We are ambitious in everything because only the best will do

Excellence

We do not stop at 'good enough'

Creativity

We connect our knowledge in innovative ways

Resilience

When the going gets hard, we up our game and reach our goal

Inclusion

Every child and every colleague matters – we will work for and with them all

Respect

We value the ideas of others and make sure all voices are heard

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ABOUT HARPFIELD PRIMARY ACADEMY



Harpfield Primary Academy is a successful one-form entry primary school in an area of rich cultural diversity.

Our children are encouraged to be open, friendly and honest and we aim to ensure that pupils make outstanding progress during their time with us. We pride ourselves on our close relationships with all our parents and carers.

Our vision for the curriculum is to challenge each child to reach their full intellectual, creative, physical and emotional potential through a fully integrated curriculum. We encourage ALL children to become independent, life-long learners by developing intellectual curiosity, a thirst for discovery and achievement, a sense of understanding and compassion for others and the courage to act on their beliefs. We strive to create a diverse community that fosters mutual respect and social responsibility, enhanced by a strong partnership between home and school.

At Harpfield Primary Academy we offer:

- A friendly school where staff and children offer a warm welcome.
- A newly refurbished Early Years unit with good outdoor facilities.
- Well-equipped ICT with devices available in all classrooms and interactive screens in all rooms
- A specialist music/drama workroom with a specialist music teacher
- A large outdoor environment with excellent recreation facilities and two forest school areas
- Changing facilities and showers for PE and games lessons
- Access to a range of in-school support facilities including Speech Therapist and Younger Minds
- A wide range of extra-curricular clubs run by all members of staff.



‘The school is a well-led and stimulating place in which to work and learn and has continued to improve since the last inspection.’

OFSTED GOOD – MARCH 2019

SUPPORT FOR OUR STAFF

We are committed to providing our academy leaders with the highest quality support and challenge to ensure that their schools excel and give our students the education they deserve.

Our Principals and Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and our Director of Standards and Primary Education.

Each of the Creative Education Trust's schools benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPD for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities. We have an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.

Each of our Headteachers is a member of the Headteachers' Forum that meets regularly to help Creative Education Trust develop its ethos and strategy, and to share their professional expertise. As the network of Creative Education Trust schools grows, this forum has increasing value as a means of professional development and problem solving.

There are also a number of cross-group, phase leader and year-specific forums.



You can find out more at:
www.creativeeducationtrust.org.uk

LUNCHTIME SUPERVISOR

JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

Harpfield Primary Academy, Hartshill, Stoke-on-Trent

SALARY

Grade 2, point 2 - £22,366 per annum
(actual salary - £3,166.31 per annum)

Term Time (38 weeks)

THE ROLE

We are seeking to appoint a Lunchtime Supervisor to assist in the day to day running of the lunchtime period within school.

Supervision of children in all areas of the school, including but not limited to dining room, play areas and classrooms.

DUTIES AND RESPONSIBILITIES

- Provide supervision to all children on the school premises to ensure that health and safety and school regulations are observed.
- To supervise pupils in designated areas of the school during the midday break and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.
- To establish safe and appropriate behaviour by effective intervention or referral to senior staff.
- To supervise the movement of pupils to and from dining areas, including any personal hygiene requirements.
- To maintain good order in dining areas.
- To assist pupils, where necessary, with the collection of food and return of trays, or other items to the service counter.
- To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.

- To assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate.
- To assist in the setting up and removal of furniture where necessary.
- To take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
- To complete any documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
- To listen to pupils and respond to their needs in accordance with school policy and procedures.
- To attend to the health, welfare and safety of pupils during lunchtime, adhering to the school Health and Safety policy and procedures at all times.
- To ensure own continuing professional development by attending training and development opportunities when the need is identified.
- To hold a current First Aid certificate or a willingness to attend First Aid training.
- To maintain confidentiality at all times including implementing data protection policies.
- To contribute positively to and support the overall aims and values of the school.
- To fully support the life and work of the school.
- Support the school's fire and emergency procedures by being familiar with the instructions for staff and children located in all teaching areas and taking appropriate action should the need arise.
- To develop and maintain positive, constructive and effective professional relations with all staff, parents, advisors and support professionals, the local community and Governors.

This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed

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	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Good numeracy/literacy skills (Level 2 or equivalent) 	<ul style="list-style-type: none"> • Level 2 or equivalent in Maths and English or above • Basic food hygiene certificate • First aid training
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working with children within an educational setting. 	
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Ability to relate well to children and adults • Work constructively as part of a team, understanding roles and responsibilities and your own position within these. 	<ul style="list-style-type: none"> • Demonstrate an absolute commitment to CPD in the last 12 months.
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Focused on ensuring all children are safe and well cared for. • Abilities to relate to young people and adults in an empathetic manner. • Demonstratable experience of building effective relationships. • Demonstrates resilience, motivation and commitment to achieving excellence. • Ability to respond swiftly and effectively to the unexpected • Excellent communication skills. Strong interpersonal, written and oral communication skills. 	
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity. 	
SAFEGUARDING	<ul style="list-style-type: none"> • A thorough understanding of up-to-date safeguarding requirements and best practice. • Candidates must demonstrate an understanding and acknowledgement of the individual's responsibility for promoting and safeguarding the welfare of children and young people. 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • High expectations for every pupil and a proven track record of making a difference to the experiences of pupils. 	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.