



CANDIDATE PACK
Lunchtime Supervisor
HAWTHORN COMMUNITY
PRIMARY SCHOOL



CONTENTS

About us	1
Our values	2
Career development	3
What our staff appreciate most	4
Pathfinder Schools	5
Advert	6-7
Job Description	8-9
Person Specification	10-11
Contact us	12

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 from November 2021. The new qualifications draw from the very latest evidence and research into pedagogy, behaviour, curriculum and more.

“

WHAT OUR STAFF APPRECIATE MOST

”

“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”

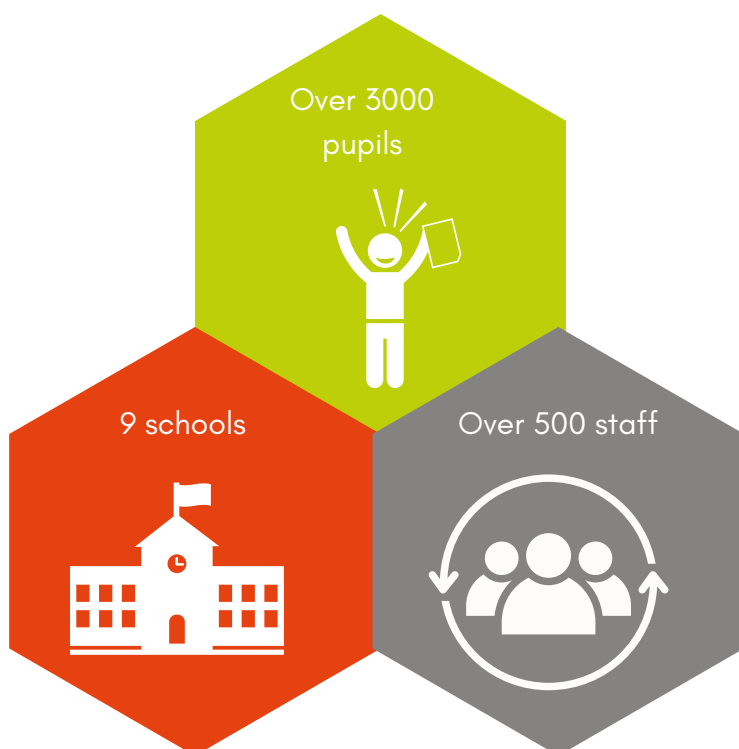
“Caring
environment
for the
children



Pathfinder Schools is a growing family of Academies, made possible by our talented staff and volunteers. We are fortunate to support pupils from nursery age up to post-16, and are proud of the contribution we make to local families throughout their children's education.

Our values of COLLABORATION, HUMANITY and INDEPENDENCE drive every decision we make.

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.



"As a group of schools, we continue to grow stronger through collaboration and have seen some dramatic improvements as a result of our close working relationships"

Ann Davey-CEO-Pathfinder Schools

OUR PURPOSE

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

At the heart of every Pathfinder School is the belief that life is about more than success; it's about greatness. The secret to finding this greatness lies in our everyday actions that make life more fulfilling and more rewarding for us and those around us.

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.

Lunchtime Supervisor



Contract type - Permanent

Salary - Grade C Points 2 - 3

£20,441 - £20,812 per annum pro rata

7.5 hours per week - Monday to Friday,
11:45am - 1:15pm

38 weeks per year

Closing date - 30th June 2023

Shortlisting - to be confirmed

Interviews - to be confirmed

Start date - 3rd July 2023

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

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

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>

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.

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.

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.

Pathfinder Schools is passionate about its values of collaboration, humanity and independence, we believe that when people feel respected and included they can be more creative, innovative, and successful. We are committed to an inclusive workforce that represents many different cultures, backgrounds and viewpoints. Our employee lifecycle processes are designed to prevent discrimination against our colleagues, regardless of gender identity or expression, sexual orientation, religion or belief, pregnancy and maternity, marital status, ethnicity, age, disability status, or any other aspect which makes them unique. While we have more work to do to advance diversity and inclusion, we're committed to moving our Trust and the education sector forward.

Lunchtime Supervisor



Job Description

Responsible to: Head Teacher
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.

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:

- 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.

Lunchtime Supervisor



Person Specification

AF = Application Form I=Interview

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

Lunchtime Supervisor



Person Specification

AF = Application Form I=Interview

Attributes	Essential It is essential candidates can provide evidence of:	Test	Desirable It is desirable candidates can provide evidence of:	Test
Equal Opportunities	<ul style="list-style-type: none"> A commitment to equal opportunities. 	AF/I	<ul style="list-style-type: none"> Examples of good practice from their own experience. 	AF/I
PPE	<ul style="list-style-type: none"> Able to wear the correct PPE. Well presented at all times. 	AF/I		
Safeguarding	<ul style="list-style-type: none"> A commitment to safeguarding and promoting the welfare of children and young people Enhanced DBS disclosure check 	<p>I</p> <p>I</p>	<ul style="list-style-type: none"> Safeguarding and child protection training. 	I



Contact us

Hawthorn Community Primary School

Hawthorn Road

Kettering

Northamptonshire

NN15 7HT

01536 512204

office@hawthorn.pfschools.org.uk

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