

Tapton
SCHOOL

ACADEMY TRUST

Realising the life chances and dreams of every child

Lunchtime Supervisor

Application Pack



Registered address: Tapton School Academy Trust, Darwin Lane, Sheffield, S10 5RG
Tel: 0114 267 1414 Email: enquiries@taptontrust.org.uk Web: www.taptontrust.org.uk

Charitable Limited Company Registration Number: 07697171.
Registered office: England and Wales. VAT Number: 134392225.

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Age 7-9

KING'S HOSPITAL
ALL GOT BACK UP AGAIN

Welcome to Tipton School Academy Trust (TSAT) and thank you for your interest in joining our organisation. I am the new Chief Executive Officer and I feel incredibly proud to lead to such a wonderfully diverse group of schools, who have people at their heart. We were established in 2011 and operate a family of schools across Sheffield, offering education from early years to sixth form.

We employ over 900 staff and those people are incredibly important to us. One of our key strategic priorities is to make TSAT a 'great place to work' and we are working hard to achieve that. If you work with us, you will receive best-in-class talent management opportunities, to develop yourself and open doors to a wealth of career opportunities within (and outside of) our trust.

We are mindful the workload challenge currently facing the sector, so are focused on reducing workload and creating conditions where our colleagues have fair work/life balance. To do so, we are investing in technology (such as iPads and AI) and creating aligned curricula and assessments, to save our staff time so they can focus more on the things that really matter.

We are at an exciting crossroads in our journey as a multi-academy trust. If you are passionate about working with young people, and love working collaboratively within a team environment, then we'd love to hear from you. If you want to help shape the future of a modern, transformative group of schools, where excellence, innovation and collaboration thrive, you will find a like-minded group of people at TSAT.

Thank you again for your interest in joining us and the best of luck with your application.

Lee Barber
CEO



About TSAT

Since forming in 2011 TSAT has grown to 9 schools, 5 primary and 4 secondary, providing learning to over 7,500 learners from 2 – 18.

Collaboration is at the heart of our Trust. Our aspiration, with distributed leadership across TSAT, is to be greater than the sum of our parts.

Our Vision : To realise the life chances and dreams of every child.

Our Mission : To provide a safe place to be; provide great teaching and learning; create an environment where all opportunities are in reach.

Our Values

- A culture of professionalism.
- A focus on nurture as well as achievement.
- Involvement of the family and wider community in everything we do.
- Make visible those who feel invisible through disability, poverty, ethnic or cultural disadvantage.
- Mutual support and development.
- The health, well-being and safety of all our people.

Our ways of working

- Schools sign up to our 'Mission, Vision and Values' and collaborative ways of working.
- Schools collaborate 'in partnership for excellence with TSAT'
- Each has something to bring to the table and can lead on this.
- Schools retain their identity and are part of something special.
- Differentiated solutions according to support needs.
- Mentoring, coaching, directing.
- A clear [scheme of delegation](#) and decision making to ensure that all our children get the best educational experience.

For further information please visit the Trust website: [TSAT - Home \(taptonttrust.org.uk\)](https://taptonttrust.org.uk)

Our Schools

Our five primary and four secondary schools work in close partnership with the aim of realising the life chances and dreams of every child and becoming an outstanding Trust.

Each of our schools has its own distinctive character, reflecting the local community it serves. Children joining us have a broad range of abilities and social backgrounds. We recognise and celebrate different aptitudes and interests and believe that everyone can develop through dedication and hard work, leaving our schools fully prepared for successful lives.

Primary Education

Each of our primary schools are Ofsted rated 'Good' giving our children an excellent start to their education and preparing them fully for their secondary transition.

[Primary Education](#)

Secondary Education

Our secondary schools work in close collaboration to further develop our curriculum and outcomes.

Our sixth form provision is Ofsted rated 'Good' or 'Outstanding'

[Secondary Education](#)

Central Services

Our support staff are highly valued and we offer a range of central services to our schools to enable them to concentrate on outstanding teaching, high quality learning and effective support for individual needs. Services include:

- Catering
- Communications and Marketing
- Facilities
- Finance
- Governance
- HR
- IT
- School Improvement.

The Role

We are seeking to appoint a Lunchtime Supervisor on a permanent full-time contract starting as soon as possible.

The successful candidate will join us to complete a strong team and contribute to the school's success. We are looking to appoint someone who is keen to work as part of a team, willing to inspire and motivate pupils, and have a good understanding of school improvement.

Visits to the school are warmly welcomed. Please contact school to arrange a date to visit.

Application forms and further information regarding the role (including a job description) can be obtained at: www.hillsborough.sheffield.sch.uk where there is a link directly to the TES website. The information can also be found on the Sheffield City Council and DfE websites. Completed applications should be returned to: recruitment@hillsborough.sheffield.sch.uk.

Please do not use the Local Authority application form.

Hillsborough Primary School is committed to safeguarding and promoting the interests of children and young people and expects all staff and volunteers to share this commitment.

The successful candidate must have the ability to converse at ease with members of the public and students and providing advice in accurate spoken English is essential to the role.

References for shortlisted candidates will be requested before the interview.

Salary Range:	Grade 1 SCP 2 (£23,656 – pro rota)
Hours of Work	6.25 hours per week, 38.4 weeks per year.
Responsible To:	Headteacher
Responsible For:	Working as part of a team to deliver lunchtime supervision
Benefits:	<ul style="list-style-type: none">• Local Government Pension Scheme.• Salary Sacrifice Car Scheme.• Cycle to Work Scheme.• Discounted membership for Westfield Health.• Occupational Health.• Wellbeing Programme.• Continuous CPD and Training.

Responsibilities

The postholder must at all times carry out his/her duties and responsibilities within the spirit of Tipton School Academy Trust and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

1. To work as part of a team delivering lunchtime supervision and play activities in a safe and caring environment
2. Supervision of all areas where children are present
3. Assistance with cleaning of all eating areas: clearing trays and plates from tables and wiping spillages as and when they occur
4. Administering basic first aid as appropriate
5. 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
6. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
7. Contribute to the overall ethos/work/aims of the school
8. Appreciate and support the role of other professionals
9. Attend and participate in relevant meetings as required
10. Participate in training and other learning activities and performance development as required
11. Any other related duties as may arise.
12. Have the ability to converse at ease with members of the public and students and provide advice in accurate spoken English is essential to the role.

Any other duties and responsibilities appropriate to the grade and role.

All the above duties and responsibilities to be carried out in accordance with Tipton School Academy Trust Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

The Person

The successful candidate will demonstrate the following:

Skills and Knowledge:	<ul style="list-style-type: none">• Ability to be pro-active and provide help and support where it is needed• Have excellent interpersonal skills• Ability to instigate and engage children in play• Ability to find solutions when children are disengaged• Be able to carefully monitor all pupils and intervene as necessary
Experience:	<ul style="list-style-type: none">• Experience of working in a similar role is desirable
Education, Training and Qualifications:	<ul style="list-style-type: none">• First aid qualification or commitment to attend first aid training
Personal Qualities:	<ul style="list-style-type: none">• Ability to display patience• Ability to remain calm• Possess good communication skills• Ability to work as part of a team in a busy environment
Work Related Circumstances (including working conditions)	<ul style="list-style-type: none">• The role will be based at Hillsborough Primary School• We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.

Fluency Duty: The ability to converse at ease with members of the public and pupils and provide advice in accurate spoken English is essential for the post.



How to apply

Applications for this role are via the TES website. If you require a paper copy of the application form please contact us at recruitment@hillsborough.sheffield.sch.uk

The closing date for applications is **Thursday 17th April 2025 at 12.00pm noon.**

Shortlisting will take place on **Thursday 17th April 2025**

Interviews will be held on **Friday 25th April 2025**

Safeguarding

TSAT is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All candidates will be subject to the following employment checks:

Shortlisted Candidates:

- References will be requested before interview.
- A Criminal Convictions Disclosure Form will be requested at interview.
- Evidence of right to work in the UK will be requested at interview.
- Qualification certificates will be requested at interview.
- Disclosures concerning child protection investigations, relationships with pupils, employees, governors or trustees, prohibition orders and section 128 directions (where applicable) will be requested at interview.
- We may conduct online searches for shortlisted candidates prior to making our final decision. If any information obtained from the online searches raises concerns around someone's suitability for the role or to working with children then this may be raised with the candidate at interview and/or we may take advice from the local authority children's services.

Successful Candidates:

- Successful candidates will be required to undertake a DBS Enhanced Disclosure (with barred list) check.
- Successful candidates will be required to be asked to complete a Childcare Disqualification under the Childcare Act 2006 Declaration (for applicable posts).
- Pre-employment medical screening

Please note: Canvassing of any employee, Trustee or member of the Local Governing Board directly or indirectly is prohibited and your application will be disqualified.

Policies

Our approach to safeguarding and school safeguarding policies can be found on the Trust website: [TSAT - Safeguarding \(taptontrust.org.uk\)](https://www.taptontrust.org.uk)

Equality & Diversity

We are committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair and that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status or sexual orientation. [Click Here](#) to access TSAT's Equality and Diversity Statement.

Data Protection

As part of the recruitment process, we need to collect your personal data. For more information about what we do with your personal data, please see our Recruitment Privacy Notice on the [policies page](#) of our website.

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