



**Lunchtime
Supervisor
Candidate Pack
2024**



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Our School



Loatlands Primary School is situated in the town of Desborough and we pride ourselves on being part of the local community. Our school facilitates two-form entry from Reception to Year 6, in addition we can accommodate up to 39 children in either the morning or afternoon sessions at our attached Nursery. Our children are well behaved and enthusiastic learners, they enjoy coming to school

We have a modern, open and welcoming learning space. We have a large and colourful library, a hall space with an attached dance and drama studio, excellent outside learning areas for Reception children and plenty of green space including a trim trail and a conservation area where we offer Forest School sessions to all pupils throughout the school. Classrooms are fully equipped with interactive screens and our ICT provision includes laptops and iPads in mobile trolleys for use by all classes.

At Loatlands our dedicated team of staff and governors seek to work in partnership with families in order to nurture the whole child and develop the highest standards of education for all children. We believe passionately in creating a love of learning that will allow children to become enquiring learners in all areas of our exciting and enriching curriculum.

During our last Ofsted inspection in June 2016 we maintained our 'good' rating.

Vision & Values



Our Vision

At Loatlands Primary School we believe in the transformative power of education. Our school community is where we develop as well-rounded individuals, using our collective strengths to grow as a team. We believe that every member of our school community has the capacity to excel. This success will only be achieved through a commitment towards our shared values of respect, resilience and curiosity.

Our Values

Respect

- We are a caring and thoughtful school community. We understand the importance of showing kindness and politeness to others.
- We appreciate our differences and accept others for who they are. We celebrate our unique strengths and talents.
- We promote honesty, understanding that we are all responsible for our own actions.
- We act with integrity so that we can respectfully disagree and move forward together as a result

Resilience

- We show courage and positivity when working together to tackle new challenges. As learners, we know our own strengths and weaknesses, taking bold risks whilst learning.
- We seek feedback to help us grow. We learn from our mistakes, showing determination to succeed.
- We support each other so that we are happy, confident individuals. We are encouraged to make healthy choices so we feel good about ourselves.

Curiosity

- As a community, we ask questions about the world around us to challenge our thinking. We initiate our own ideas, exploring them creatively and taking pride in the outcomes.
- We are passionate learners who investigate and seek out answers.
- We make connections to our own experiences and collaborate with others.

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

“ ”

Feeling welcomed and appreciated

The kindness of the staff and the safe environment

The emphasis on the importance of wellbeing

Pulling together when things get tough

Support and opportunities provided by the Trust

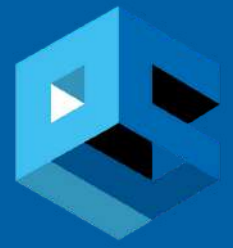
The 'family' feel of the school

The actual job itself is lovely

The children's behaviour

The children first ethos

Being part of Pathfinder Schools

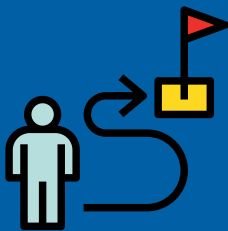


Pathfinder Schools is a cross-phase, multi-academy Trust of 10 schools in the north of Northamptonshire. Our Trust includes both church and community academies and we work closely together, connected by the vision we share for our pupils. Each school has its own unique character but we are unified by 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



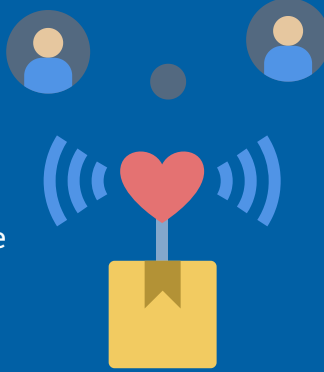
Together we want to develop inspirational schools which instil Aspiration, Responsibility and Courage in every learner, enabling them to find the greatness within them.





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



Advert

Contract type

- Permanent
- Part-time
- 7.5 hours per week
- 38 weeks per year

Salary

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

Interviews-w/c

- To be confirmed

Start date

- As soon as possible

How to apply

To apply, please complete a Pathfinder Schools teacher 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

Loatlands Primary School is situated in the town of Desborough. We currently have 444 children on roll across the school and nursery. Our children are well-behaved and enthusiastic learners, they enjoy coming to school and there is a supportive and forward-thinking staff team.

We are recruiting for a Lunchtime Supervisor to join our support team. Lunchtime Supervisors are responsible for supporting our pupils to have a positive and safe lunchtime experience, during eating and play time and work across a number of areas within the school.

The successful candidates will have a good sense of humour and have the ability to or experience of working well with young children. If this sounds like you we would love you to join our team.

Loatlands Primary School is committed to safeguarding and promoting the welfare of children. In line with safer recruitment practice, an enhanced DBS check is required for the successful applicant and references will be requested for short-listed applicants prior to interview.

Loatlands Safeguarding Policies and Procedures are available on their website, which can be accessed on the following web address : <https://loatlandsprimary.net/information/school-statutory-information>

For any queries about the post, please contact the Business Manager, Mrs Gillian Seakens on 01536 903713 or email bursar@loatlands.pfschools.org.uk

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.

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).

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>

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.

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: Assistant Head Teacher

Purpose of the role:

- To be part of a team providing supervision of students at lunchtime.
- To assist in securing the safety, welfare and good conduct of students during the lunch period.

Responsibilities

- 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

Specific Duties

- Supervise the children both inside the school building and in the outside play areas, ensuring school rules and policies are followed.
- Maintain an orderly atmosphere while supervising packed lunches and assist children with their containers when necessary.
- Encourage children to eat their lunch and try new foods
- Assist with erection, dismantling, stacking and storage of dining tables and benches.
- Ensure that the hall is swept at the end of each meal time and rubbish is disposed of hygienically; spillages are dealt with promptly.

- Ensure that tables are wiped between and at the end of each sitting.
- Administer basic first aid and enter significant injuries in accident book.
- Clean, and change, any child when this is necessitated by involuntary bodily functions and to clean any affected surfaces.
- To patrol the designated outside play area, observing, talking with children and ensuring that children respect each other.

- Encourage and lead children in playing games. To organise, distribute and supervise equipment for use at lunchtime. Comforting children in distress.
- To fairly share inside and outside duties with the other lunchtime supervisors.
- In inclement weather, to supervise children in their classrooms, circulating from one room to another.
- Nominate children for Lunchtime Supervisors Awards.
- Refer to the Head, Key Stage Leaders (or in their absence any other member of staff) any accident or incident that requires further investigation and accurately record the incident in line with school policy.

General Information

Equality of Opportunity:

- As a member of school staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.
- Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors

Confidentiality and Data Protection:

- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.

To contribute as an effective and collaborative member of the school team:

- Any other duties as reasonably required by any manager of the school.
- Participating in the ongoing development, implementation and monitoring of the school plans.
- Attend regular meetings as required and make a positive contribution during meetings

Child Protection:

- Being aware of and complying with policies and procedures relating to child protection, reporting all concerns to an appropriate person.

This post is not exhaustive and the post holder may be required to undertake other duties as reasonably required by Principal or Business Manager.

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 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).

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.

Criteria	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none">• None	<ul style="list-style-type: none">• 5 GCSE grade C or higher.
Experience and Knowledge	<ul style="list-style-type: none">• The ability to work as part of a team.• The ability to remain calm under pressure.• Being able to work on their own initiative within a framework.	<ul style="list-style-type: none">• Experience of working with young people, especially students, etc.
Written Application	<ul style="list-style-type: none">• A commitment to safeguarding children and report concerns.• Subjected to a full Disclosure and Barrier check, satisfactory references and disqualification by association form completed.• Able to form and maintain appropriate professional relationships and boundaries with children and young people.• Ability to deal with sensitive information in a confidential manner.	<ul style="list-style-type: none">• Recent evidence of Safeguarding training and working knowledge of school child protection practices.• Recent first aid training
Communication	<ul style="list-style-type: none">• An ability to communicate effectively.	
Relationships	<ul style="list-style-type: none">• An ability to establish good working relationships with staff.• Ability to form and maintain appropriate relationships and personal boundaries with students.	
Equal Opportunities	<ul style="list-style-type: none">• A commitment to equal opportunities.	<ul style="list-style-type: none">• Examples of good practice from their own experience.
PPE	<ul style="list-style-type: none">• A willingness to wear the correct PPE provided.	
Disclosure and Barring Service Check	<ul style="list-style-type: none">• Willingness to provide a full Disclosure and Barring Service disclosure.	

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)
4. Data Protection Act (2018)
5. 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



1 Visit us Loatlands Primary
School,
Harrington Road
Desborough
NN14 2NJ

2 Call us 01536 903713

3 Email us parents@loatlands.pfschools.org.uk

4 Visit our website <https://loatlandsprimary.net/>

5 Watch our video <https://loatlandsprimary.net/school-video>

6 Follow us [@loatlandspri](https://twitter.com/loatlandspri)

