



Lunchtime Supervisor

Candidate Pack
2023





Contents

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

About us



Havelock Schools are a place where each individual is encouraged to shine and develop to their full potential, staff and pupils alike are proud to be a part of our schools. We believe that everybody is unique and our role is to cherish that individuality, whilst working together as part of a learning community.

Everybody can succeed through determination, hard work and encouragement, which is why learning behaviours are so important to our philosophy – we stick at it when the going gets tough and ‘never, ever, ever give up’. We also believe that true and deep learning happens when we find things tricky.

As a federated Infant and Junior School we cover ages 4 to 11 years and the schools combined can accommodate approximately 630 children in a 3 class intake from Reception to Year 6. From September 2013 The Havelock Schools gained academy status and are part of the Pathfinder Schools Trust.

In March 2016 Havelock Infant School was inspected and successfully gained an OFSTED ‘outstanding’ status. In June 2023 Havelock Junior School was inspected and successfully retained its OFSTED ‘good’ rating.



Ethos & Values

Vision statement

Havelock Schools
unlocking the door to
lifelong learning – a place
where everyone is
inspired to reach their full
potential

Our responsibilities

- Be ready
- Be respectful
- Be safe

Mission and Aims

- To provide creative, personal, physical, moral and spiritual development
- To promote learning that excites, inspires and motivates all
- To empower and value individuality in order to develop confident learners prepared to face our changing world
- To create a welcoming and nurturing community where children feel safe and valued and diversity is celebrated
- To provide an engaging and progressive curriculum that promotes curiosity, challenge and choice
- To have high expectations that develop positive resilient thinkers who are not afraid to fail, have motivated minds and a passion for learning
- To encourage and motivate independence by promoting positive thinkers, problem solvers and resilient learners able to reach their full potential
- To share and value experiences as part of a collaborative team, showing mutual respect for all members of our learning community





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

Wonderful
colleagues (friends) I
can feel proud that
we do our best for
our children

The approachability of
SLT
if I have an idea that I
believe would benefit
students

The fantastic
people that I work
with. The children
that I get to work
with

The effort and
time people put into
the job

Supportive
leadership,
supportive
colleagues

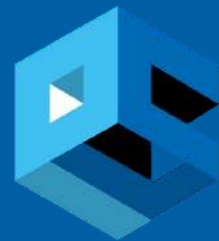
Work life balance

Friendship &
team work

The supportive team,
feeling valued

How we care for
our children

Being part of Pathfinder Schools

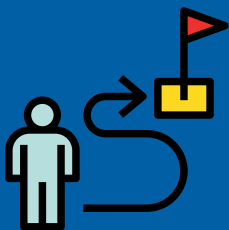


Pathfinder Schools is a cross-phase, multi-academy Trust of 10 schools in the north of Northamptonshire. Our Trust includes both church and community academies and we work closely together, connected by the vision we share for our pupils. Each school has its own unique character but we are unified by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



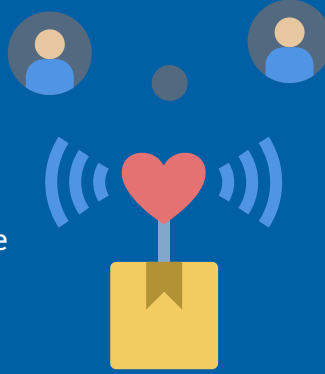
Together we want to develop inspirational schools which instil Aspiration, Responsibility and Courage in every learner, enabling them to find the greatness within them.





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

Advert



Contract type

- Permanent
- 6 hours 15 minutes per week
- 38 weeks per year

Salary

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

Interviews

- To be confirmed

Start date

- As soon as possible

How to apply

To apply, please complete a Pathfinder Schools support 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 sent to:

recruitment@pfschools.org.uk

We currently have a vacancy for a Lunchtime Supervisor, Lunchtime Supervisors provide a vital and valued role at Havelock Schools. To support us to maintain a safe environment some light cleaning will also form part of the post.

We are looking for individuals who are:

- Reliable
- Good sense of humour
- Ability to or experience of working well with young children.

If this sounds like you, we would love you to join our team.

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

[Havelock Schools - School Policies & Reports](#)

We would like to take the opportunity to invite prospective applicants to come and see our schools in action, and ask any questions you may have.

To arrange a visit, please contact Sharon Bindley, Business Manager, on 01536 760361 or email sbindley@havelock.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.

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.

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 passionate about its values of Aspiration, Responsibility and Courage, 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: Headteacher/Deputy Head/Bursar

The 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 in an appropriate manner.

RESPONSIBILITIES

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 to support 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

Essential Specifications & evidence provided:		Specifications that would be desirable for this position:	
Training			
Willingness and ability to complete whole school behaviour training and consultation.	I	Recently completed school behaviour training	AF
Willingness to review and improve their performance by taking part in the school's performance appraisal programme.	I	Basic first aid	AF
Experience/Knowledge/Skills			
The ability to work as part of a team	AF/I	Recent experience of working in a school environment	AF
		Recent experience in a similar role	AF
Written Application			
A well constructed application	AF	Typed application	AF
Communication/Approach			
An ability to communicate calmly and effectively with children, adopting a fair and consistent approach at all times.	AF/I	Able to work on their own initiative as appropriate.	I
Enthusiastic, adaptable, flexible and reliable.	I		
A friendly disposition	I		
An ability to establish good working relationships with staff and children and to maintain appropriate relationships and personal boundaries with students	AF/I		
Equal Opportunities			
A commitment to equal opportunities	AF/I	Examples of good practice from their own experience	AF/I
Dress Code			
Be well presented at all times	I		
Safeguarding			
A commitment to safeguarding and promoting the welfare of children and young people Enhanced DBS disclosure check	I		

Contact us



1 Visit us Havelock Schools
Havelock Street,
Desborough
Northamptonshire,
NN14 2LU

2 Call us Infants : 01536 760486
Juniors : 01536 760361

3 Email sbindley@havelockschools.org.uk
us

4 Visit www.havelockschools.org.uk/
our
website

