



Lunchtime Supervisor

Candidate Pack
2023





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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 is part of the Pathfinder Schools Trust.

In March 2016 Havelock Infant School was inspected and successfully gained an OFSTED ‘outstanding’ status. In July 2017 Havelock Junior School was inspected and successfully achieved an 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.

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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



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"

OUR PURPOSE

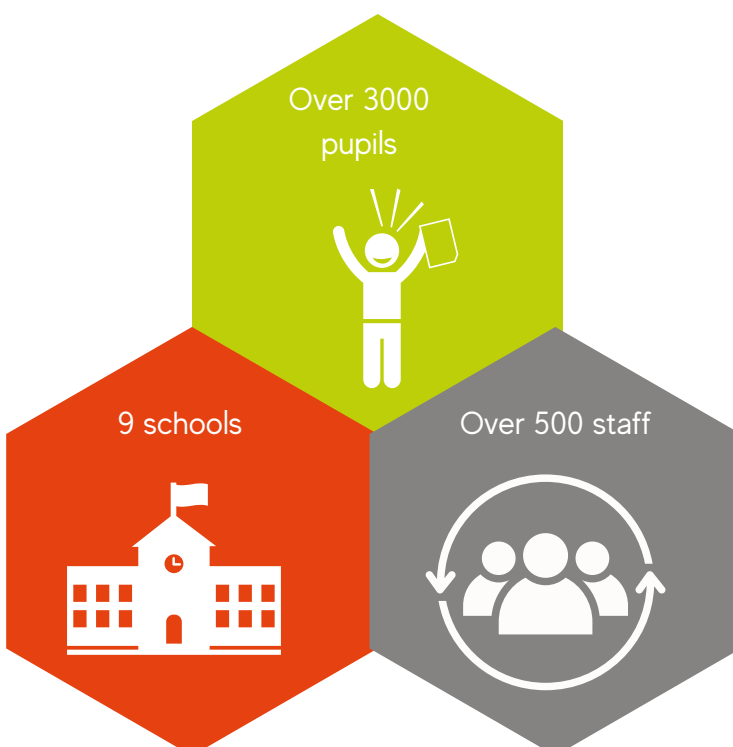
We exist to deliver the very best educational outcomes for every learner. Based upon a foundation of independence, we empower young people to broaden their horizons and open their minds to new opportunities.

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 Advert



Contract type

- Permanent
- Part-time
- 6 hours and 15 minutes per week
- 38 weeks per year

Salary

- Grade C Points 2 – 3
- £20,441 – £20,812 per annum pro rata

Closing date

- 1st September 2023

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

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.

We are currently recruiting for a Lunch Time Supervisor to join our support staff team. 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 proud of Havelock Schools and welcome visits from prospective applicants. Visits can be arranged by contacting the school business manager, Sharon Bindley, on:

sbindley@havelock.pfschools.org.uk

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

<https://www.havelockschools.org.uk/about-us/school-policies-reports>

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.

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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: 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

