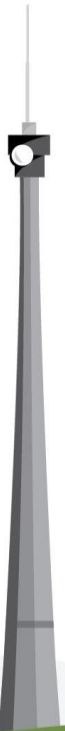


Information Booklet

Lunchtime Supervisor



A warm welcome from the Mast Academy Trust

Thank you for considering applying for this post within The Mast Academy Trust.

We genuinely believe that any of the schools within our Trust are wonderful places to work and develop your career.

We are a community of schools where relationships are positive, respectful and friendly. We consist of Birdseye First School, Shelley First School, Kirkburton Middle School, Scissett Middle School and Scholes Junior and Infant School. We are an incredibly busy community of schools with lots going on all year round.

We are fortunate in having exceptional staff teams in all our schools who enthusiastically provide an engaging curriculum and a wealth of extra-curricular activities and experiences for our pupils to enjoy. Our schools, and the Trust, are supported by our dedicated and committed teams of Trustees and Governors.

As a community, we all work hard to ensure that pupils get the very best learning experience which supports them to achieve the very best outcomes.

We have a well-established passion for collaboration, working in partnership throughout the Trust and with a range of other alliances and as part of the Shelley pyramid of schools.

We would hope that what you read in the information pack, alongside your wider research about the Trust and schools, will encourage you to apply.



CEO – The Mast Academy Trust

About the Trust

The MAST Academy Trust was established in December 2016 to build upon strong, existing partnerships around the pupils and families in our locality through academy status. The Trust currently comprises of five schools across the 4-13 years age range. We are a collaborative Trust, with all leaders supporting the development of MAST within the context of an Executive Leadership Team. Working strategically together, within our Pyramid of schools and with other services, we aim to transform provision and outcomes for pupils and their families.

We want to support everyone to be the change they wish to see in the world. We understand that this is not about grand gestures, it's about helping individuals. Through a constant drive to enrich and develop our people, we can create a group of schools capable of achieving this goal. We remember this in everything we do, everything we say, every action we take, everything we promote. By keeping this focus, we aim to be an influential contributor to the world of education and an example to others.

Our vision for our pupils, staff and schools at the Mast Academy Trust is not defined by a statement but a set of key principles; principles that when united reveals our overarching vision. As individual schools and a Trust:

- We celebrate **individuality**.
- We **collaborate** for the good of our children and staff.
- We **inspire** our children, and our employees to **achieve** their ambitions.
- We all **learn** from our experiences.
- We ensure a **safe** and **caring** environment for everyone.

We commit to:

- Put the **children** at the heart.
- Value all our **people** and respect their well-being.
- Serve the **community** around us.
- **Respect** different opinions and then unite together.
- Be willing to **challenge** and accept challenge.
- **Support** all areas within the MAST Academy Trust
- Adhere to the Nolan Principles

The Mast Academy Trust

c/o Scissett Middle School, Wakefield Road, Scissett, Huddersfield, HD8 9JX
www.themast.co.uk | 01484 865444

Joining the Trust

Career Progression

The Trust is committed to developing all staff within their roles and creating opportunities for further career progression.

Pension

Every employee of the trust and the schools part of The Mast Academy Trust has access to the Teacher's Pension Scheme or the Local Government Pension Scheme.

Health and Wellbeing

As an employer we are committed to promoting and protecting the physical and mental health of all our staff. All employees in the Trust have access to a mental health and wellbeing service provided by Group Buy Scheme. The service provides counselling, medical and wellbeing support.

Supportive Colleagues

Wherever you work within the Trust, in our school teams or collaborative teams, in a teaching or support role, there are leaders and colleagues there to offer support and guidance throughout your career at the Mast Academy Trust.

Our new colleagues receive a comprehensive induction; all our colleagues receive ongoing Continual Professional Development provided by the Trust or from external providers.

One benefit of being part of a trust is you can learn and share knowledge and experiences with colleagues from the other schools within the Trust.

Equality

The Mast Academy Trust's aim is to attract people from diverse backgrounds to build on our inclusive culture and represent the communities we serve. We welcome applications from everyone regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

We are committed to inclusivity and will consider requests for flexible working including part time and job share arrangements, where the role allows. We are committed to promoting and protecting the physical and mental health of all our staff.

We adopt a 'name blind' approach to shortlisting. Recruiting managers will not have access to personal information, including your name and contact details, until a shortlisting decision has been made.

About Scholes (Holmfirth) Junior & Infant School

Our happy and kind school has around 200 pupils. At Scholes we develop pupils who are Kind, Independent, Nurturing and Determined – our KIND values.

Our Area and Facilities

Originally built in 1908, the school is located on the outskirts of Holmfirth. It is connected by a half hourly direct bus service into Holmfirth and Huddersfield and sits within a very pleasant semi-rural area, overlooking the famous Summer Wine Country. The school was originally designed to accommodate far fewer pupils, with three classrooms. Over time, additional developments have added a Hall, more classrooms and an upper floor for our library and Nurture Room. Although over 100 years old, our school certainly feels as good as many other schools of a far younger age. We also have fabulous outside spaces, providing a multitude of learning opportunities for pupils.

Our Staff

There are around 30 staff employed at SJIS and we are well supported by an active Governing Body and the wider Trust. We are fortunate to have highly committed, professional, and friendly staff, who work as a team to support both our pupils and each other. We also work beyond our own school and therefore our teaching and learning community extends across our Trust and we work very closely with our partner schools in the Holmfirth pyramid. For those wishing to progress their career, opportunities exist both within our school and across the Trust. In December 2023, we were lucky to be a sponsor-led school and joined The Mast Academy Trust – a partnership which is progressing our school improvement journey.

Our Pupils

We strive to provide the best education possible for all our pupils and will always put them and their learning at the centre of everything we do. We expect our pupils to represent the school with pride in the local community and beyond.

We set the highest standards of behaviour at Scholes, and we believe that every pupil should have the chance to learn without disruption or distraction. Consequently, behaviour standards are high. This is achieved through ensuring the highest levels of pastoral care and support for pupils.

We believe that children and young adults thrive in environments where they are nurtured; where they feel safe, where they are supported through difficult times. We invest in ensuring our pupils are equipped with the skills to identify mental health concerns and they know how to access support. They learn about respect and tolerance, and kindness and care. Within our trust, we have access to a broad range of expertise to signpost pupils who need that little bit of extra support, and we offer training for staff who want to develop an expertise in an aspect of pastoral care or Special Educational Needs.

Our School Organisation and Curriculum

Our school day begins at 08.45 and ends at 15.30, although we have a range of after-school clubs. The week is split into approximately 30-minute or hour-long sessions with a 15-minute break in the morning and one hour for lunch. All subjects are taught in school and children receive a rich and broad curriculum from Reception to Year 6. French is taught as a Modern Foreign Language. All pupils are taught a minimum of two hours of PE a week. The staffing at Scholes is very stable – people tend to stay for significant periods of time once appointed.

Developing each child as an individual and allowing them to grow in confidence and independence is a key feature of Scholes.

Our Community Links

We are very much at the heart of the Scholes community. We have good links with the Methodist Church – performing at each of their monthly coffee mornings as well as the Cricket Club which provides an opportunity for a professional-feeling PE offer.

There is a strong tradition of developing Young Leaders at Scholes. We encourage pupils to be proactive in their leadership and be the change they wish to see in the world. Pupils across the full age range have the opportunity to show leadership skills in some way – from Pupil Parliament to reading buddies.

We hope that this outline has been useful, further information can be found on the school website – www.scholesji.org.uk. If you have any questions, please do not hesitate to contact the school.

You are strongly encouraged to visit so you can experience the truly unique and very special feel of our school. We'd love you to consider joining our Scholes family.

Lunchtime Supervisor

For Scholes (Holmfirth) Junior & Infant School

Organisation	Scholes (Holmfirth) Junior & Infant School
Job Scale	Grade 3
Hours	1 hour 10 minutes per day Monday to Friday
Type	Permanent
Job share	Will be considered
Location	The primary place of work shall be Scholes (Holmfirth) Junior & Infant School, though you may be required to work at any school within the Trust.
Responsible to	Headteacher

JOB CODE	LTSSJIS1224
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The Mast Academy Trust and its members, trustees, governors, executive leaders and Headteachers are committed to safeguarding, promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place; it expects all staff and volunteers to share the commitment.

Appointments will be subject to an Enhanced DBS check.



Overview

Schools are providers of education, and extended learning services, all of which benefit pupils, parents and the local community. Scholes (Holmfirth) Junior & Infant School is part of The Mast Academy trust who is a diverse employer that encourages the development of its staff who in turn deliver quality services to pupils and parents whose expectations are constantly rising both in terms of better services and access to them. Employees feel that they are contributing to the local community and making a difference to people's lives whilst working in a dynamic, fair and flexible environment.

This job is part of our Other Support job family which plays a key role in supporting schools to deliver high quality services.

In your role you will be part of a team within the school. You will support the delivery of an effective education and curriculum function in line with schools policies and procedures.

Basic Job Purpose

Working as part of a team to be responsible for the supervision of students/pupils on the school site throughout the midday break (the interval between the close of morning school and the re-commencement of school in the afternoon).

To assist in securing the health, safety, welfare and good conduct of pupils. To support activities and good behaviour in accordance with the practices and procedures of the school.

Key Areas

1. Supervision of Pupils on School Premises
2. Promoting Positive Behaviour
3. Promoting Personal and Social Skills
4. Appropriate Communication
5. General

Main Responsibilities – Lunchtime Supervisor

Supervision of Pupils on School Premises

- To supervise areas, both indoors and outdoors, where students/pupils congregate during lunchtime, maintaining Health & Safety practices.
- Taking account of relevant practices and procedures, to supervise and monitor activity areas, corridors, toilets, classrooms etc as required.
- To supervise students/pupils eating their meal on school premises, in specified areas set aside for dining purposes which includes issues such as dealing with spillages.
- To supervise queues waiting to enter specified dining areas.
- To undertake the personal care of students/pupils including toileting, dressing, sickness, as appropriate.
- Where required, to assist in the bringing food to, and feeding children unable to feed themselves.

Promoting Positive Behaviour

- To encourage positive behaviour through implementation of school's behaviour policies and practice and dealing with incidents as directed.
- To encourage students/pupils understanding and knowledge of the impact of their actions within the remit of Health and Safety.
- Assist within the parameters of school positive behaviour practices and procedures, assist as appropriate to promote the maintenance of Health and Safety.
- To provide information to the class teacher for the recording of incidents or occurrences.

Promoting Personal and Social Skills

- To encourage students/pupils to maintain hygiene standards (eg. washing hands after toileting)
- To encourage students/pupils to leave all areas in a tidy condition.
- To encourage good relations between students/pupils and adults through informal discussion and play situations.
- As appropriate to organise the distribution and collection of lunchtime equipment and supervise activities where necessary.
- To be actively involved and encourage lunchtime games.
- To encourage and develop social skills such as mutual respect and trust.
- To be aware of cultural and social factors which may have an effect on the supervision of the students/pupils.

Appropriate Communication

- To report accidents or other occurrences such as child protection issues immediately to the Designated Safeguarding leads
- As necessary, pass on verbal or written information to the Activity Support Officer or appropriate staff.
- To liaise with the kitchen staff as appropriate for issues related to lunchtime supervision.

General

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices.
- Show a commitment to ensuring that children and young people learn in a safe environment.
- Participate in relevant and appropriate training and development as required.

- Carry out your duties with due regard to current and future school / Trust policies, procedures and relevant legislation. These will be drawn to your attention as part of your induction and ongoing performance development and through school communications.
- Promote and actively support the Trust's responsibilities towards safeguarding.

Person Specification - Lunchtime Supervisor

E Essential	A Application Form
D Desirable	T Test/Exercise
	I Interview
	R References

Qualifications & Experience

D	Experience of working with children/ young people.	AI
D	Experience of encouraging the development of relationships between children/young people.	AI
D	First Aid Qualification.	AI

Knowledge, skills and abilities

E	Basic Health and Safety Awareness.	AI
E	The ability to relate to children/young people from diverse ethnic/social backgrounds.	AI
E	Verbal communication skills in order to liaise with children/young people and other staff members.	AI
E	The ability to react in a positive manner to difficult situations which may arise amongst children/young people.	AI
E	Ability to keep problems in perspective and be patient.	AI
E	Able to read and understand simple verbal and written instructions.	AI
E	Ability to work with children/young people exhibiting behaviour difficulties.	AI
D	Ability to respond calmly to emergencies.	I
D	Knowledge of and commitment to the Trust's Equality Policy and how it relates to the duties of the job.	I

Personal Qualities

E	Commitment to undertake continued training and development	I
E	Willingness to undertake an enhanced Disclosure and Barring Service check.	I
E	An excellent record of attendance and punctuality	R
E	A commitment to inclusive education	I
E	Reliability, integrity and stamina	IR
E	A happy, positive disposition.	I

E	A calm and pleasant manner.	I
E	An ability to undertake all the physical aspects of the job	I

The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the school.

Application Details

Thank you for taking the time to read this pack.

Applying for the role of Lunchtime Supervisor

If you wish to apply for the post of Lunchtime Supervisor, then please complete the application forms found on www.themast.co.uk

Completed applications should be returned to:

Claire Gray, HR Partner
The Mast Academy Trust
c/o Scissett Middle School
Wakefield Rd
Huddersfield
HD8 9JX

Your application can also be emailed to recruitment@themast.co.uk.

The job code for this role is LTSSJIS1224 and should be included on the envelope if posting your application, or in the subject field if you are sending using email.

Shortlisting

As part of our safer recruitment process, references will be requested prior to interview. Only in exceptional circumstances will the school interview without references prior, where the candidate does not wish to notify their current employer; applicants must make this clear when submitting an application. Job offers will always be on condition of satisfactory references.

Online searches will be carried out for all shortlisted candidates therefore it is essential that your 'handles' are accurate to comply with these checks. The information will be treated as strictly confidential and shared with the recruitment panel to validate your suitability for the role that you have applied for. The scope includes relevant qualifications, whether a candidate poses a potential safeguarding risk or reputational damage for the school or trust. The information found may be explored at the interview stage. Data gathered will be recorded as appropriate and destroyed in line with the data protection policy.

Shortlisted candidates will be asked to provide details of unspent convictions and those that would not be filtered, prior to the date of the interview.

Equality Opportunity Monitoring

The Mast Academy Trust wants to meet the aims and commitments set out in its equality policy and statement. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

We would appreciate it if you would complete an equal opportunity monitoring form by following (or by copy and pasting) this link.

<https://forms.office.com/r/d2JqgY2K2u>

Dates

The **closing date** for applications is **Tuesday 17th December 2024** at 9.00am.

The **interview date** is expected to take place on the **Thursday 19th December 2024**.

If we have not contacted, you by Friday 20th 2024 please assume that on this occasion your application has been unsuccessful.

The expected start date for the succesul candidate would be Monday 6th Janaury 2025.

Please accept this as acknowledgement of the time and interest you have shown.

