



LUNCHTIME SUPERVISOR X2

GRADE/SALARY: GRADE 2 (POINT 3) £5,336.33

CONTRACT: 10 HOURS PER WEEK

START DATE: SEPTEMBER/OCTOBER 2024

CANDIDATE INFORMATION PACK



What's included within this pack?

Within this pack you will find both information and advice on applying for a role with Esteem Multi-Academy Trust including:

- Welcome
- About us
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline

Welcome from Esteem Multi-Academy Trust



Dear applicant,

Thank you for your interest in Esteem Multi-Academy Trust (MAT). This Lunchtime Supervisor position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very exciting time.

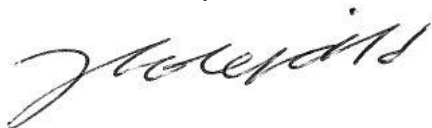
We are eager to appoint an enthusiastic Lunchtime Supervisor who can work under the direction and instruction of senior staff to provide the care of the children during the school lunch break.

If you think you've got what we're looking for, we look forward to receiving your application for consideration.

For further information, please contact Deborah Dolman, School Business Manager, on 01283 904550 or via email to ddolman@fountains.staffs.sch.uk.

I wish you well in your application.

Yours faithfully



Julian Scholefield
Chief Executive Officer

About Esteem Multi-Academy Trust

Esteem Multi-Academy Trust currently comprises of twelve academies throughout Derbyshire, Derby City and East Staffordshire. Formed by a group of like-minded school leaders in August 2018, the MAT is currently responsible for the education and care of approximately 1,200 students and employs around 750 staff. The total revenue budget for the MAT is approximately £23 million and plans are in place to expand further.

Esteem Multi-Academy Trust has grown to include 7 special schools, 4 support centres (PRUs) and a primary school. We wish to grow further to fulfil our vision to become a centre of excellence for special educational needs and disabilities (SEND). We have a well-defined set of values and a clear vision for the MAT to become a regional hub for expertise in SEND and inclusion. We share a collaborative ethos, believing that our collective efforts will achieve a better outcome than we can as individual schools. Our academies focus on the holistic needs of the young person, due to students' vulnerabilities. So, 'joined-up thinking', between our academies and different agencies, is essential to deliver the right support for our students.

The MAT's main aims are to:

- Work collaboratively and strategically to secure high-quality education for all young people in our academies;
- Deliver a skills-based curriculum that is tailored to individual needs and the specific requirements of students attending our academies;
- Create economies of scale through commissioning services and purchasing resources;
- Share expertise, best practice and resources to ensure high standards and value for money;
- Exploit fully opportunities for collaborative, continual professional development.

As a group of academies working together, we can share and deliver better practice. We will be able to commission health, care and therapy services in a fully 'joined-up' way.

Welcome from the Headteacher

Dear applicant

Thank you for your interest in the post of Lunchtime Supervisor at the Fountains High School. It is with great pride that I welcome you to our schools. There is something very special about Fountains High School and South Derbyshire Support Centre and we are incredibly proud of our unique students, supportive parents, inspirational staff and forward-thinking governors, where we all work together to make our environment a safe, happy and fun place to learn and prepare for adulthood.

We are proud to provide an environment that enables all students to have the knowledge, skills and aptitude that provide the capacity to make informed choices, create opportunities and be responsive to changes. We ensure students develop and increase their self-belief, self-awareness and the ability to build strong lasting relationships. We provide students with the appropriate amount of challenge to support them to be able to interpret, interact and be included in the world. They are always encouraged to seek out opportunities for kindness and happiness for others and themselves. Our students become resilient in the face of adversity, willing to accept the challenge and persist in all endeavours they encounter, fostering, exhibiting and conveying GRIT.

Take some time to have a look around our website or better still, arrange a visit to see us in person. More information can also be found on our Facebook, Twitter and Instagram accounts.

We welcome applications from candidates who, having read the application pack, feel they have the necessary skills, experience and strength of character required to fulfil this role. The closing date for applications is 01 August 2024 at 23:59.

Interviews will be held during week commencing 26 August 2024. I look forward to meeting you.

Kind regards



Mr Gareth Allen
Executive Headteacher
Fountains High School

About Fountains High School

Fountains High School (FHS) is a generic special school within the Esteem Multi Academy Trust situated in Stretton, Burton Upon Trent. Staffordshire County Council (SCC) currently commission 190 places for pupils aged 11-19, with Education, Health and Care (EHC) plans. Pupil numbers have grown substantially, from 126 places in 2011-12, due to high demand for places. Fountains High School is presently oversubscribed with over 200 pupils on roll including 55 Post-16 students based at Burton and South Derbyshire College (BSDC) campus. Approximately one third of our students have a primary need of Autistic Spectrum Disorder, a further third with moderate learning difficulties and a quarter with severe learning difficulties. The remaining students have profound and multiple disabilities, and in addition to their learning difficulties, some have speech, language and communication needs, physical disabilities and visual impairments.

All of our students have unique needs, personalities and potentials and so it is only right that we provide our students with a personalised curriculum that allows them all the possibilities of progressing and success.

Most students follow either 'ACCESS to the World' Curriculum or 'SHINE in the World' Curriculum that prepares them for the next stage of their life. These curricula form the basis of a student's timetable and allow all students to always achieve their potential.

The advertisement

Job title: Lunchtime Supervisor

Location: Fountains High School

Grade/Scale: Grade 2 (Point 3) Actual Salary £5,336.33

Contract: 10 hours per week, term time only (39 weeks)

Start date: September/October 2024

We are seeking to recruit an enthusiastic Lunchtime Supervisor to work under the direction and instruction of senior staff to provide the care of the children during the school lunch break.

The ideal candidate should have experience of working with children with Special Educational Needs, though this is not essential.

Benefits include: Local Government Pension Scheme, Westfield Heath wellbeing service.

For further information, please contact Deborah Dolman, School Business Manager on 01283 904550, via email to ddolman@fountains.staffs.sch.uk or visit <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the MAT website; CVs will not be accepted.

Closing date for applications: 01 August 2024 (23:59)

Interview date: WC 26 August 2024

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Job description and person specification

Job Description: Lunchtime Supervisor Esteem Multi-Academy Trust

Post Title:	Lunchtime Supervisor
Location:	Fountains High School
Purpose:	<ul style="list-style-type: none"> To work under the direction and instruction of senior staff to provide the care of the children during the school lunch break.
Reporting to:	Senior Leadership Team
Responsible for:	Lunchtime supervision
Liaising with:	Senior Leadership Team
Working Time:	10 hours per week
Salary/Grade:	Grade 2 £5,336.33
Disclosure level	Enhanced

PRINCIPLE RESPONSIBILITIES

To Achieve the Above	<p>Supervision of Pupils</p> <ul style="list-style-type: none"> Where the children dine away from the school, escorting them to and from the school dining room. Supervision of children before, during and after the meal, including the supervising of children to deposit leftover food from plates into receptacles provided. Supervision of children bringing sandwiches - to oversee that the debris left by children with packed lunches is removed/cleaned. Summoning help, where necessary, in case of injury or illness and providing basic first aid for minor injuries. <p>Support to Pupils</p> <ul style="list-style-type: none"> Assisting the children with their table manners and use of cutlery, and assisting with the cutting of meat etc for smaller children. Patrolling the playground and “out of bounds” areas regularly. Organising games and activities. <p>Resources</p> <ul style="list-style-type: none"> Responsibility for ensuring that the dining room equipment is hygienically maintained. Help to maintain a safe working environment for pupils and staff by continuously monitoring dining and general circulation areas for food/drink spillages and taking prompt and effective action to deal with any such hazards in accordance with local procedures
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	<p>Support to School (this list is not exhaustive and should reflect the ethos of the school)</p> <ul style="list-style-type: none"> • Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with. • 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. • Be aware of, support and ensure equal opportunities for all. • Contribute to the overall ethos/work/aims of the school. • Appreciate and support the role of other professionals. • Attend and participate in relevant meetings as required. • Participate in training and other learning activities and performance development as required. • Assist with pupil needs as appropriate during the school day.
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Other Generic Responsibilities:

<ul style="list-style-type: none"> • Represent and promote the ethos and values of Esteem Multi-Academy Trust • To take and be accountable for all decisions made within the parameters of the job description • Participate with performance management and training and activities that contribute to personal and professional development. • Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities • Provide a high standard of customer service in all dealings internal and external to the MAT • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. • 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 • The MAT 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 <p>This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.</p>

Person Specification: Lunchtime Supervisor Esteem Multi-Academy Trust

Essential Criteria
<p>Qualifications/Training</p> <ul style="list-style-type: none"> • Good interpersonal skills.
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Ability to work constructively as part of a team. • Ability to relate well to children and to adults. • Good organising and prioritising skills.
<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.

Safeguarding and checks

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT.

Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The MAT pays full regard to the DfE 'Keeping Children Safe in Education September 2020' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the students as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, either paid or voluntary, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings.

If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered "not applicable", where appropriate, if your work has not brought you in to contact with children or young people.

Application process and timeline

Application forms are available on our website at <https://www.esteemmat.co.uk/vacancies>.

After the closing date, shortlisting will be conducted by a panel who will match your skills and experience against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to the interview and assessment day must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements i.e. current photocard driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address i.e. utility bill, financial statement etc.
- Where appropriate, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at <https://www.gov.uk/guidance/documents-the-applicant-must-provide>.

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with General Data Protection Regulations (GDPR May 2018) guidelines.

References will be sought for shortlisted candidates for any central office-based positions and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

Closing date for applications: 01 August 2024 (23:59)

Interview date: WC 26 August 2024

For further information, please contact Deborah Dolman, School Business Manager at Fountains High School, via email to ddolman@fountains.staffs.sch.uk or visit our website at <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the MAT website.