

## Lunchtime Supervisory Assistant

<b>Location</b>	Anns Grove Primary School (Sheffield)
<b>Salary FTE</b>	Grade 2 £24,027 to £24,404 FTE
<b>Actual salary</b>	£3,630 to £3,686 (with under five years' service)
<b>Contract term</b>	6.67 hours per week, 38 weeks, maternity cover
<b>Responsible to</b>	Headteacher
<b>Start date</b>	As soon as possible
<b>Closing date</b>	Midnight Wednesday 11 December 2024

### The school

Anns Grove Primary is a successful and expanding primary school with approximately 400 pupils, serving a fantastic community in Heeley, Sheffield.

At Anns Grove Primary School our vision is to be an outstanding school that provides the highest possible quality of education and personal development for our children.

Our classrooms are led by compassionate, enthusiastic and highly skilled educators who value the development and wellbeing of each child under their supervision. We cherish and appreciate the distinctiveness of each of our pupils and strive to assist them in growing confidently and flourishing in their unique identity.

Our rich, broad curriculum allows children to develop the necessary knowledge and skills to achieve the best possible outcomes, fulfil their potential and move on to the next phase of their education as successful and ambitious learners.

Anns Grove Primary School is a part of Mercia Learning Trust, a successful partnership of four primary and three secondary schools located in the south-west of Sheffield. Established in 2012, with one secondary school, our trust has grown to serve over 5000 pupils, with 650 staff.

Our staff are a crucial part of our trust, just like our pupils. We are devoted to recruiting, training, retaining and taking good care of our highly skilled and dedicated team.

### The role

Anns Grove Primary School is seeking to appoint a lunchtime supervisory assistant to join our hardworking and supportive team for a maternity cover. The role will be every lunchtime Monday to Friday with the exact timings of the shifts to be confirmed on appointment.

### The candidate

The successful candidate will be able to communicate very effectively in English with adults and children and will have very good numerical skills. This role is to work in a team of lunchtime supervisory assistants to assist with the care of our children during lunch breaks, helping with mealtimes and outdoor play whilst ensuring their happiness and safety. The successful candidate will be expected to contribute to the team, using initiative and common sense whilst upholding the policies and ethos of the school.

## Job description

### Purpose

Effective supervision of pupils during the mid-day break, both in the dinner hall and on the playground and, occasionally, in the classroom in poor weather.

### Key responsibilities

The successful candidate would be required to:

- supervise pupils immediately before, during and after the midday meal
- encourage children to practice appropriate table manners and maintain a calm atmosphere in the dining room
- contribute to the development of a positive approach to lunchtime play
- join in games, oversee quiet activities and supervise children having free play in the school playground
- work well as part of a hard-working team and also be able to work on their own initiative to ensure that the children are safe and to maintain excellent standards of behaviour
- ensure that any pupils who suffer accident or injury are dealt with and recorded appropriately, in accordance with the school's agreed procedures
- supervise toilet arrangements before and after the mid-day meal as appropriate.

### General/other

- Attend and participate in relevant meetings and training as required.
- Contribute to the overall development of our school and Mercia Learning Trust, ensuring both operate because of shared and collective responsibility, including, contributing to trust partnership activities to drive school and trust improvement.
- All schools in Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- Be aware of and comply with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities.
- Any other delegated roles as directed by the headteacher.

***This job description is current at the date as shown, but in conjunction with the post holder, may be changed by the co-headteachers to reflect or anticipate changes in the role which are commensurate with the grade and job title.***

## Person specification

### Role: Lunchtime Supervisory Assistant

Attributes	Essential	Desirable	Assessment
<b>Qualifications and training</b>		<ul style="list-style-type: none"><li>• First Aid Certificate</li></ul>	<ul style="list-style-type: none"><li>• Application</li><li>• Interview</li><li>• References</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of working with children and young people (either paid or unpaid)</li></ul>		<ul style="list-style-type: none"><li>• Application</li><li>• Interview</li><li>• References</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>• Effective communication skills</li><li>• Ability to supervise pupils</li><li>• Good basic literacy skills</li><li>• Ability to be flexible and work in different areas of the school</li></ul>	<ul style="list-style-type: none"><li>• A knowledge and understanding of the welfare and social needs of pupils during the mid-day break</li><li>• Awareness of behaviour support</li></ul>	<ul style="list-style-type: none"><li>• Application</li><li>• Interview</li><li>• References</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• Flexible</li><li>• Honest and reliable</li><li>• Calm under pressure</li><li>• Patient</li><li>• Empathetic with young people</li><li>• Team player</li><li>• High personal and professional standards</li></ul>		<ul style="list-style-type: none"><li>• Application</li><li>• Interview</li><li>• References</li></ul>

### How to apply

- All candidates must complete the following application process:
  - submit an application form via <https://www.eteach.com/careers/merciatrust>
- We do not accept CVs or council forms.
- After your application has been submitted:
  - in all cases written references will be taken up and made available to interviewers before the final selection stage
  - an email and/or letter will be sent to shortlisted candidates with details of the interview process
  - if you have not heard from us within two weeks of the closing date, please assume that, on this occasion, your application has been unsuccessful
- Further information:
  - Take a look at [www.merciatrust.co.uk/careers](http://www.merciatrust.co.uk/careers) for more on what it's like working for the trust, what we offer you, and what we're looking for
  - Should you require any additional information about the role or the school or would like an informal discussion or out of hours visit, please contact us on 0114 235 0398 or [enquiries@annsgrove.sheffield.sch.uk](mailto:enquiries@annsgrove.sheffield.sch.uk).
  - For more information about the application process, please email [recruitment@merciatrust.co.uk](mailto:recruitment@merciatrust.co.uk)
- The closing date for applications is **midnight Wednesday 11 December 2024**.
- Interviews are scheduled to take place on **Thursday 19 December 2024**

### The small print

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

In accordance with DfE Keeping Children Safe in Education 2024, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

We are an equal opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact our recruitment team on 0114 349 4230.

