



ADEL ST JOHN THE BAPTIST C OF E (VA) PRIMARY SCHOOL
RECRUITMENT PACK

Lunchtime Supervisory Assistant



Our school is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers, visitors and contractors to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check.

Online checks will be completed to explore any content publicly available online that might compromise your professional role. If this is the case, this may be discussed at interview.

We promote diversity and want a workforce which reflects the population of Leeds.



Job Application Pack

For the position of

Lunchtime Supervisory Assistant

Grade: A1 – to start as soon as possible

Hours: Monday to Friday, 11.45am to 1.15pm. Term time only.
7.5 hours per week

To apply, please complete an application form, which can be downloaded from the job vacancy page on our school website or by emailing info@adel-st-john.leeds.sch.uk. Further guidance on making an application, as well as information on our school is provided within this job pack.

Please remember to detail in your application your skills, experience and knowledge as outlined in the job specification. All gaps in employment must be clearly accounted for. Please also be aware that we are not permitted to accept CVs.

The application deadline for this position is **Monday 3rd March at 9am.**

Interviews will take place on **Friday 7th March 2025**

For our Ofsted Report:

<https://reports.ofsted.gov.uk/provider/21/108041>

Adel St John the Baptist C of E (VA) Primary Statutory Information (including our Safeguarding & Child Protection Policy):

<https://www.adel-st-john.leeds.sch.uk/parent-information/statutory-school-policies>

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Dear Prospective Applicant

WELCOME

Thank you for expressing an interest in becoming a member of staff at Adel St John the Baptist C of E Primary School (ASJ). We are a thriving and inclusive school at the very heart of the community and parish we serve. We are a one form entry Voluntary Aided C of E primary school located in the suburb of Adel, Leeds. Being such a small school, there is very much a family feeling that permeates every aspect of our school and is something that we cherish.

We are looking to appoint a dynamic, enthusiastic and caring lunchtime supervisory assistant who will support and uphold the strong Christian character of our school.

The aim of all colleagues at ASJ is to ensure our children are **inspired, resilient and confident** learners who are well prepared for their future beyond primary school. We work hard as a team to ensure that all staff and pupils feel happy, valued and listened to. As a multi-cultural and diverse school, we welcome applicants from all backgrounds, cultures, faiths and religions.

The successful candidate will:

- Be a highly skilled and knowledgeable individual
- Be hard-working, positive and enthusiastic with a passion for striving for excellence
- Set high expectations which nurture, inspire, motivate and challenge all pupils
- Have positive working relationships with children, staff and parents
- Promote and develop the Christian character and values of the school
- Respect and embrace the diverse intake of children and families that we serve. Living and breathing our core value: *'love one another, as I have loved you'* (John 13:34).

At Adel St John, we can offer you:

- An excellent suite of continuous professional development
- An inclusive and dynamic Church School
- A positive and well-resourced indoor and outdoor learning environment
- Happy children with excellent behaviour and a love of learning who make a positive contribution to the caring culture of the school
- A well-informed Governing Body which provides an appropriate balance of challenge and support
- Enthusiastic and talented staff who are passionate about the children in their care
- Effective and established partnerships within the community and family of schools

You can also find out more information about our school by visiting our [school website](#).

Yours sincerely

Peter Dalrymple
Head Teacher

SCHOOL OVERVIEW

We are a one-form entry primary with a pupil admission number of 30. The number of pupils on roll is 210. We are fortunate to be in a green belt space, enjoying all aspects of village life and located very close to the city with all the cultural and curriculum benefits this brings.

We work closely with schools locally as an active member of the North West Family of Schools group and as an associated partner of the Leeds North West Education Trust.

As a Church School, we have strong partnerships with Leeds Diocese, local Church schools and with Adel Church. We visit Adel Church for Harvest, Advent, Easter and the nativity of St. John the Baptist and welcome Reverend Alison to lead collective worship once a week. We aim to reflect Christian values in the everyday life of the school.

OUR VISION

Our vision is to love, serve, support and succeed.

This vision is rooted in the new commandment given by Jesus to his disciples to *'love one another, as I have loved you'* (John 13:34).

Following Jesus' example, love is at the very heart of everything we do. All of our Christian Values stem from the central value of love. Our shared loving service of one another provides support for all to reach their full potential.

We have defined this in child friendly language:

- We love by caring for the world and its people.
- We serve by showing that we care about others' needs as much as our own.
- We support by growing and learning together.
- We succeed by becoming who God intends us to be.

OUR INTENT

- to provide the highest quality education for all, ensuring **every child has a chance to shine**
- to cultivate a Christian environment that is **inclusive, safe, stimulating and caring**
- to foster **inspired, resilient and confident learners**
- to enable children to be **critical thinkers who communicate effectively**
- to nurture **respectful citizens** who are valued members of their community and are committed to **fairness, equality and social justice**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, contractors and visitors to share this commitment. Appointments will be subject to an enhanced DBS disclosure.

Online checks will be completed to explore any content publicly available online that might compromise your professional role. If this is the case, this may be discussed at interview.

We promote diversity and want a workforce which reflects the population of Leeds.

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Job Description

Job Title:	Lunchtime Supervisory Assistant
Grade:	A1
Accountable to:	Headteacher, Governing Body, Learning Mentor and Lunchtime Supervisor
Accountable for:	N/A
Any Special Conditions of Service:	No smoking policy. The postholder will be required to work flexibly to deliver an efficient Service. Our school is committed to safeguarding and promoting the wellbeing of all children, staff and visitors. In order to sustain high levels of safeguarding, staff, visitors and volunteers are expected to share this commitment.
Purpose of the Role:	To work under the direction and instruction of senior staff to provide the care of the children during the school lunch break.

Main Duties:

Supervision of Pupils

- Escorting children 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.

Support to Pupils

- 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.

Resources

- Responsibility for ensuring that the dining room equipment is hygienically maintained.
- Setting up and clearing away dining room equipment such as chairs and tables
- 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.

Support to School

- 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.
- To undertake any other duties that are commensurate with the post

Safeguarding

- To be aware and to implement the school's policies and procedures and safeguarding children in school and during school activities and events.
- Our school is committed to safeguarding and promoting the welfare of children and expects all staff, visitors and volunteers to share this commitment.
- Online checks will be completed to explore any content publicly available online that might compromise your professional role. If this is the case, this may be discussed at interview.
- The successful candidate will be subject to a Disclosure Barring Service Check.
- We promote diversity and want a workforce which reflects the population of Leeds.

Role Requirements

- Successful enhanced DBS Check.
- Understanding of Health & Safety requirements
- Awareness of Child Protection issues

I have read the above job description and understand all my duties and responsibilities. I will also comply with and conform to all policies and procedures relating to safeguarding. This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually.

EMPLOYEE SPECIFICATION: LUNCHTIME SUPERVISORY ASSISTANT

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
Implement and monitor creative activities for pupils at lunchtimes	*		A & I
Good communication skills	*		A & I
Ability to relate well to children and adults	*		A & I
Ability to work constructively as part of a team, understanding lunchtime staffing roles and responsibilities and your own position within these	*		A & I
Excellent literacy skills		*	A
Ability to identify your own, and those you supervise, training needs.		*	A & I

KNOWLEDGE/QUALIFICATIONS/TRAINING	Ess	Des	MOA
Understanding of Health and Safety issues	*		A & I
Awareness of Child Protection issues	*		A & I
Understanding of the school's Behaviour Management system and strategies		*	A & I
NVQ 1 for Teaching Assistants		*	A & C
Appropriate first aid training		*	A & C

EXPERIENCE	Ess	Des	MOA
Experience working with children of the relevant age	*		A & I
Experience of working with pupils with additional needs		*	A & I

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Promote and develop the Christian character and values of the school	*		I
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as employee of the Governing Body of Adel St John the Baptist Church of England Primary School and Leeds City Council.	*		I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*		I
An ability to respect sensitive and confidential work.	*		I
Commitment to own personal development and learning.	*		I

METHOD OF ASSESSMENT(MOA)	A = Application Form
	T = Test
	I = Interview
	C = Certificate