



# Anns Grove Primary School

## Lunchtime Supervisory Assistant

Contract Type	6.67 hours per week, 38 weeks per year	Start Date	May 2024
Contract Term	Maternity Cover	Closing Date	Sunday 14 <sup>th</sup> April 2024
Salary	Grade 2 £22,737 to £23,114 FTE	Location	Anns Road, Heeley, Sheffield
Actual Salary	£3,435 to £3,492 (with under 5 years' service)		

### The School

Anns Grove Primary is a successful and expanding primary school with approximately 400 pupils, serving a fantastic community in Heeley, Sheffield. We are proud to be a part of Mercia Learning Trust.

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 students 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.

### The Role

Anns Grove Primary School is seeking to appoint a Lunchtime Supervisory Assistant to join our hardworking and supportive team.

### 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 Supervisory Assistants to assist with the care of our children during lunch breaks, helping with mealtimes, 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

<b>Post Title:</b>	<b>Lunchtime Supervisory Assistant</b> *This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification
<b>Grade:</b>	<b>Grade 2 (£22,737 - £23,114 pro rata)</b>
<b>Hours/Weeks:</b>	<b>6.67 hours / 38 weeks per year</b>
<b>Responsible to:</b>	<b>Headteacher</b>
<b>Responsible for:</b>	<b>N/A</b>

**The post holder must at all times carry out his/her responsibilities within the spirit of School policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to statutory responsibilities of the Governing Bodies of Schools.**

### PURPOSE OF THE POST

- Assist in securing the safety and welfare of pupils during the mid-day break, both in the dinner hall and on the playground and, occasionally, in the classroom in inclement weather. This involves effective supervision of pupils in and around the premises in accordance with school policies.

### KEY RESPONSIBILITIES

The successful candidates 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;
- organise and take part in activities with children over the lunchtime period;
- be willing to join in games, oversee quiet activities and supervise children having free play in the school playground;
- be able to 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;
- possess good verbal communication skills which are essential for this role in order to liaise with children and other staff members;



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- be reliable and dedicated;
- be prepared to undertake basic first-aid (training would be given);
- 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;
- support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body and wider Trust;
- have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures and safeguarding policy adopted by the school;
- Any other duties commensurate with the grade of the post.

A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that is dealt with discreetly and with integrity.

### **WORKING ENVIRONMENT AND CONDITIONS OF THE POST**

- Due to the routine of the schools and the terms and conditions of the sector, the workload may not be evenly spread throughout the year.
- In order to deliver the service effectively, a degree of flexibility is needed and the post holder may require some evening work (time off in lieu in school holiday periods for work outside of working hours will be given for such events), or some duties not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.
- The post may be required to travel and work within any school in the Mercia Learning Trust.

### **GENERAL DUTIES**

- To contribute to whole school events as and when required.
- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.
- Be aware of and support diversity, ensuring equal opportunities for all.
- Develop professional, constructive relationships with other agencies, schools and professionals.
- Participate in meetings, training and performance development as necessary.
- Recognise own strengths and areas of expertise using these to advise and support others.
- Be willing to undertake training and professional development as required of the post.
- Any other duties and responsibilities appropriate to the grade and role.

### **PROMOTION OF TRUST VALUES**



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To contribute to the overall development of Mercia Learning Trust to ensure the Trust operates on the basis of shared and collective responsibility.

- To contribute to the overall ethos, work and aims of Mercia Learning Trust.
- To support and contribute to the Trust's commitment to safeguarding all students. All schools in the 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.
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher/CEO to reflect or anticipate changes in the post commensurate with the grade or job title.

**Issue Date: Dec 2022**



## PERSON SPECIFICATION

<b>Post Title:</b>	<b>Lunchtime Supervisory Assistant</b>
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<b>Hours/Weeks:</b>	<b>6.67 hours / 38 weeks per year</b>
<b>Responsible to:</b>	<b>Headteacher</b>
<b>Responsible for:</b>	<b>N/A</b>

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications/ Training		First Aid Certificate
Experience	Experience of working with children and young people (either paid or unpaid)	Experience of working with and supervising children and young people (either paid or unpaid)
Knowledge/Skills (Ability to)	<p>Effective communication skills.</p> <p>Ability to supervise pupils.</p> <p>Good basic literacy skills.</p> <p>Ability to be flexible and work in different areas of the school</p> <p>The ability to converse at ease with members of the public and students and provide advice in accurate spoken English is essential to the role</p>	<p>A knowledge and understanding of the welfare and social needs of pupils during the mid-day break</p> <p>Awareness of behaviour support</p>



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Personal Qualities	Flexible  Honest and Reliable  Patient  Empathetic with young people  Team Player  High personal and professional standards	
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## HOW TO APPLY

All candidates must complete the following application process.

- All applicants must 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.
- All applications that have been submitted via this link will receive an email confirming receipt.
- 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 2 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 **Sunday 14<sup>th</sup> April 2024**

**The small print**



## Anns Grove Primary School

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 2022, 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 the Recruitment Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.