OPOSSUM

Federation

Enriching lives
Unleashing possibilities
Building futures

Opportunity at Newport School

Midday Meals Assistant Required

Workplace:	Newport School (Opossum Contract)
Start Date:	ASAP
Salary:	Scale 1 point, Spine point 3 **Actual pro rata salary – £7,065.12**
Hours:	Monday to Friday – 10 per week. 11.30am –1.30pm Term Time Only 44.86 weeks (38 weeks' term time + 5 INSET) Permanent Position

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We are seeking to appoint an enthusiastic and proactive Midday Assistant to work as a member of our team.We are looking for someone with:

- A positive outlook who is able to ensure the children are at the heart of all your actions
- Has experience of working with children
- Excellent written and spoken communication skills
- Ability to use own initiative and work as part of a team
- Ability to work in a highly pressured environment to meet demands and deadlines
- Willingness to work flexibly
- Will contribute to a positive safeguarding culture

Closing date for applications: Sunday 22nd November 2026

Applications

To download an application pack, please visit any of the Opossum Federation school websites. Please submit all completed applications to **hr@opossumed.org**

https://www.newport.waltham.sch.uk/

Only applications submitted on the school's application form will be considered.

Safeguarding Statement

Our federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All appointments are subject to pre-employment checks, including an enhanced DBS clearance and Satisfactory References. Candidates are required to submit a self–disclosure form with their application.

Enriching Lives, Unleashing Possibilities, Building Futures: The Opossum Ethos

At Opossum, we believe every child deserves an education that **engages**, **inspires**, and **challenges**,

enabling them to reach their **full potential**. Our ethos is built on the foundation that learning should be **empowering**, **inclusive**, and designed to **spark curiosity**. We are committed to creating **safe**, **stimulating** environments where high expectations and independence drive everything we do.

We're not just focused on academic excellence; we are dedicated to developing well-rounded individuals who are **emotionally** and **morally** strong, ready to make a positive impact on the world. Our pupils leave us as **confident**, **highly-educated** members of the community, equipped to contribute with **empathy**, **open-mindedness**, and a deep appreciation for the **diverse communities** we serve.

How We Achieve It

- We raise achievement through **quality-first teaching** that sparks enthusiasm and motivates pupils to reach their highest potential.
- By placing students at the heart of our approach, we ensure they become **confident**, **resilient**, and **reflective independent learners**.
- We offer an innovative curriculum that ensures all children are **literacy** and **numeracy** confident, and develop the essential skills to thrive in an ever-changing world.
- Every child is **valued** in an atmosphere where they feel respected, supported, and part of our school community.

A Family of Schools

The **Opossum Federation** is a dynamic family of schools located in **east London**, within the borough of **Waltham Forest**. Our federation comprises:

- **Dawlish Primary School** (Leyton)
- **Newport School** (Leyton)
- **Oakhill Primary School** (Woodford Green)
- **Thorpe Hall Primary School** (Walthamstow)

In October and November 2024, two of our schools (Newport and Oakhill) were rated **'Outstanding'** in each category by **Ofsted**. Recent ungraded inspections at Dawlish (April 2023) and Thorpe Hall (December 2022) validated their **'Good'** Ofsted rating, showcasing our commitment to delivering **exceptional** education at all levels. We are proud of our team's **forward-thinking** and **proactive** approach, ensuring that we continuously improve and adapt to the evolving needs of our pupils and communities.

Why Join Us?

A Thriving, Supportive Team: Work with passionate, **forward-thinking** colleagues who share the same goal — ensuring every child's success and well-being.

Subjects are delivered skilfully. Teachers benefit from the support of specialist subject experts who are passionate about their work. They develop the curriculum and enhance teachers' subject knowledge very well. (Ofsted, November 2024)

The school promotes a culture of aspiration with the highest expectations for all pupils. (Ofsted, October 2024)

Pupils, staff and parents and carers are delighted to be a part of the school family. They see it as a warm, caring second home, where everyone is looked after. Staff know the pupils and families well. There is a true spirit of community here. (Ofsted, April 2023)

Respectful, Culturally Aware Pupils: Our pupils are highly respectful, show a deep understanding of other cultures, and exhibit **excellent behaviour**.

Starting in the nurturing early years environment, behaviour is exceptional (Ofsted, November 2024)

Pupils' behaviour is exemplary. They are kind, responsible and considerate, demonstrating high levels of self-control. (Ofsted, October 2024)

They value the extensive range of leadership posts they can apply for, such as being prefects, school councillors and librarians. Leaders are committed to making sure that every pupil has access to the visits, visitors, clubs and events that are available. (Ofsted, December 2022)

Leadership Excellence: Be part of a team led by **experienced**, **proactive**, and **supportive leaders** who are dedicated to your growth and success.

The school's vision of 'enriching lives, unleashing possibilities and building futures' is fully realised. (Ofsted, November 2024)

Leaders, including the governing body, have established an ambitious culture that places pupils' learning at the heart of everything that the school does (Ofsted, October 2024)

Dedicated, caring leaders and staff collectively share a commitment to excellence. (Ofsted, October 2024)

Outstanding Standards: Two of our schools are **rated 'Outstanding'** by Ofsted and two are **rated 'Good'**, underscoring our commitment to excellence in education.

Pupils' personal development is of exceptional quality. By Year 6, pupils are confident, mature individuals who are curious, knowledgeable and well-equipped to function effectively in society. (Ofsted, November 2024)

The curriculum is broad and highly ambitious. It helps pupils to deepen their knowledge and understanding. The wider curriculum provides many opportunities for pupils to develop as independent, confident and successful learners. As a result, pupils are exceptionally well prepared for the next stage of their education. (Ofsted, October 2024)

Leaders have developed an ambitious curriculum for pupils. They have thought about the knowledge and skills pupils need to know and when (Ofsted, April 2023)

A love of reading permeates across the whole school. All staff read to pupils daily during story times (Ofsted, December 2022)

Work-Life Balance: We offer a healthy **work-life balance**, ensuring that our staff can thrive both personally and professionally.

The school collaborates well with other primary schools. Staff are highly appreciative of the significant reduction in workload this brings (Ofsted, November 2024)

They (staff) appreciate how the school supports their well-being. (Ofsted, October 2024)

Staff said that leaders are approachable and helpful. They spoke highly of the consideration leaders show for their well-being. Staff enjoy collaborating with colleagues across the federation of schools. This reduces their workload and supports their professional learning. (Ofsted, April 2023)

Professional Growth: Our tailored **CPD programme** ensures that staff are supported in their career development and given the tools to succeed.

Comprehensive Induction Programme: New staff benefit from a structured, supportive induction to help you settle in and succeed from day one.

Staff welcome the many professional development opportunities that enable them to advance their role, knowledge and skills. (Ofsted, November 2024)

Staff take pride in working here and value the extensive training provided for them. They appreciate how the school supports their well-being. (Ofsted, October 2024)

Leaders make good use of professionals from outside agencies to provide training for staff. This helps staff to provide bespoke support for pupils with complex and specific needs. (Ofsted, December 2022)

Well-Resourced Schools: Our schools are equipped with **modern resources**, including **staff laptops/Chromebooks**, and we integrate **Google for Education** to enhance teaching and learning.

Staff Culture and Feedback: We are committed to creating an environment where our staff feel valued, supported, and empowered to deliver the best outcomes for our pupils.

Feedback from our current team reflects this commitment.

A colleague at **Dawlish** recently noted: *"I feel consistently supported, challenged and developed in my work and am positive about the impact our school/federation collectively makes for pupils."*

Similarly, a member of the **Oakhill** team highlighted the collaborative nature of our smaller school environment: *"The community spirit has been welcoming and I have appreciated the value of working in a smaller school where there is a big sense of support for each other amongst the staff. The schools values and ethos are clearly represented by the whole team."*

Across the federation, we pride ourselves on maintaining a dedicated, professional, and supportive workplace culture.

JOB DESCRIPTION

Job Purpose

Under the direction of the supervisor/Head of School, to effectively supervise pupils during the lunch period, providing a continuous presence. To ensure the safety, welfare and conduct of pupils in accordance with school policy.

Midday Assistants have a shared role within the school in helping to raise the social achievements of pupils. They are responsible for ensuring that lunchtimes are an enjoyable and safe experience for all the children, so that they are physically and mentally prepared to learn during the afternoon.

Key Duties and Responsibilities

1 To be responsible for supervising a group of pupils in the dining hall and others parts of the school during the lunch period, helping to organise the dining area and playground space appropriately.

2 To promote the school behaviour policy, assisting with maintaining discipline and supporting children to resolving conflicts in a positive way. To deal with incidents of misbehaviour by appropriate intervention and report serious incidents to the senior midday supervisor/duty teacher/head teacher as appropriate.

3 To assist in the dining area and encourage good eating practices, ensuring safety with cutlery and courtesy towards servers and monitors. To encourage children to eat their midday meal and assist with cutting up food, pouring liquids, etc where necessary, paying particular attention to those with special needs or disabilities.

4 To be aware of pupils on special or restricted diets for medical reasons from information provided.

5 To deal promptly with minor incidents, e.g. cleaning up food spillages, pupils' accidents with toileting and changing clothes.

6 To tend to pupils who are sick or injured in accordance with the school's accident/injuries procedures, administering initial first aid and reporting serious injuries to the named first aider and/or supervisor/head teacher as appropriate.

7 To ensure all areas are left clean and tidy in accordance with hygiene, health and safety procedures.

8 To assist with both inside and outside play activities encouraging all children to take part, to co-operate and show respect for others.

9 To ensure that pupils keep out of areas that are out of bounds and don't leave the school premises.To be aware of security procedures with regard to entrance and exits and to approach visitors and direct them to the appropriate contact person.

10 To be aware of responsibilities under child protection legislation and report any concerns to a senior supervisor or the Head of School.

11 To take part in the school's performance management framework for support staff and participate in training and development activities as required.

12 In addition to the specific responsibilities of the post, as a member of the support team, the post holder will be expected to assist with other tasks of a similar nature, appropriate to the grade, as directed by the Head of School.

In addition, all school employees are expected to:

- Have a full commitment to the Council's Equal Opportunities Policy and acceptance of personal responsibility for its practical application. All employees are required to comply with and promote the policy and to ensure that discrimination is eliminated in the service of the Authority.

- Uphold and comply with the statutory provisions of the Health and Safety at Work Act 1974 and any other associated legislation or Council Policies and procedures.

Other requirements:

- To attend and participate in staff meetings.
- To participate in training and performance management as required.
- To have an up-to-date Enhanced DBS Disclosure

PERSON SPECIFICATION

(All of the below points are essential for the role)

JOB REQUIREMENTS	Essential	Desirable
Qualifications and Experience		
Current First Aid Certificate		➶
Experience of working with children	➶	
Experience of working as part of a team to achieve objectives		➶
Education and Training		
Ability to communicate effectively in English	➶	
Ability to speak a community language other than English		➶
Skills, knowledge and abilities		
Ability to have positive interactions with adults and children of all ages	➶	
Ability to work with children from a wide range of social and cultural backgrounds	➶	
Ability to help children resolve conflicts constructively	➶	
Ability to deal in a calm and confident manner with behavioural issues	➶	
Ability to deal effectively with minor accidents and injuries	➶	
Able to maintain confidentiality at all times about school issues, within school and in the wider community	➶	
Knowledge and understanding of Health & Safety standards within a school setting, particularly security		➶
Other Job Specific Requirements		
A willingness to promote the ethos of the school	➶	
Commitment to the Council's Equal Opportunities Policy and Acceptance of their responsibility for its practical application.	➶	
Commitment to understand and comply with the requirements of the Health and Safety at Work Act 1974**.**	➶	
Disqualifying Factors		
Indication of sexist, racist, or anti-disability attitudes or any other attitudes in conflict with the Council's Equal Opportunities Policy		
An inability to provide relevant documentation which permits working in the UK eg passport, visa and work permit, birth certificate		