



**Mid-Day**

**Assistant Application Pack**

Contents

[**Letter from Cathie Paine, Chief Executive Officer** 3](#_Toc159419797)

[Our Touchstones 4](#_Toc159419798)

[The role 5](#_Toc159419799)

[The successful candidate will need to be: 5](#_Toc159419800)

[We can offer you: 5](#_Toc159419801)

[Background Information about the School 6](#_Toc159419802)

[The application 7](#_Toc159419803)

[The application process and timetable 7](#_Toc159419804)

[Safeguarding, Safer Recruitment and Data Protection 8](#_Toc159419805)

[Job Description 9](#_Toc159419806)

[Personal Specification 10](#_Toc159419807)

**Letter from Cathie Paine, Chief Executive Officer**

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven’t previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Employees within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Cathie Paine**

**CEO**

# Our Touchstones

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago Touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: [www.reach2.org](http://www.reach2.org)

# The role

**Mid-Day Assistant - 7.5 hours per week**

**NJC 2 £22,366 FTE (£3,766 approx salary pro rata)**

We are looking to appoint a part-time Midday Assistant for general catering duties, serving and cleaning of dining areas in the school.

## The successful candidate will need to be:

* Reliable and punctual, always working with a positive attitude
* Flexible and efficient whilst working as part of a team
* Friendly and caring
* Aware of the hygiene standards required in a school lunchtime environment
* Committed to safeguarding and protecting the welfare of pupils
* Bright, lively, and physically fit individual who can take charge of the pupils in the dining hall during lunchtime, ensuring that the pupils are safe
* Warm in character and fully committed to teamwork, recognising that more can be achieved together than is possible as individuals
* An individual willing to learn about hygiene in the workplace

We can offer you:

* A leadership team dedicated to helping you develop your career and balanced life
* Appreciative and enthusiastic pupils
* The chance to bring your own strengths to the school and make a difference

## Background Information about the School

Burrsville Infant School was established in 1967. The school converted to an academy with the REAch2 Academy Trust in December 2013. Burrsville Infant Academy is situated on the Birds Estate in Great Clacton and welcomes children from around the coastal village of Great Clacton. We operate a two form entry which means each September we welcome 60 children into our Early Years classes, Maple and Rowan.

We are a caring employer who invests in the future of our employees, as only through their excellence can we deliver excellence for the children and families whom we serve. To see more information about the school, please visit our website Burrsville Infant School

As a member of the REAch2 Trust, a national family of primary academies, Burrsville Infant School is committed to raising standards and achieving excellent for all pupils whatever their background or circumstance. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike. Burrsville Infant School is committed to safeguarding and promoting the welfare of children and young people / vulnerable adults and expects all staff and volunteers to share this commitment. This position is subject to an enhanced DBS check and satisfactory written references.

# The application

You are invited to submit an application form to **Katie Siggery, Headteacher** using [recruitment@reach2.org](mailto:recruitment@reach2.org).

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust’s online [Equality & Diversity Monitoring Form](https://forms.office.com/Pages/ResponsePage.aspx?id=EGorfMwEtEi30d9QFOXXNJ4DEcgd411KhzIQrNunT_hUMlJXTkhNVlE0SlhKV0FWTEk2Wkw1TTUwRS4u) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion please contact the school office on 01255 425106

## The application process and timetable

|  |  |
| --- | --- |
| **Application deadline:** | Midday, 20 May 2024 |
| **Interviews:** | Wednesday 22 May 2024 |
| **Contract Details:** | Permanent contract, 7.5 hours per week, term-time only |
| **Salary:** | NJC 2 £22,366 FTE (£3,766 approx salary pro rata) |
| **Start date:** | As soon as possible |

Candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](https://reach2.org/wp-content/uploads/2020/01/Privacy-Notice-Job-Applications.pdf).

# Job Description

|  |  |
| --- | --- |
| **Job Title** | Midday Assistant |
| **Grade** | NJC SCP 2 |
| **Reports to** | Senior Midday Assistant/Headteacher |
| **Responsible for** | Not Applicable |
| **Liaison with** | Pupils  Senior Midday Assistant  Headteacher  Teaching staff  Catering and Caretaking Staff |
| **Job Purpose** | Acting as part of a team, to take care and control of all the children on the school premises during the midday break between the morning and afternoon teaching sessions. |
| **Principal Accountabilities** | * To maintain the safety, welfare and good conduct of the pupils during the midday break |
| **Duties** | * To assist children in selecting their meal and sitting in an appropriate place in the dining hall, sandwich room. * To assist children with eating their meal if applicable. * To clear tables when meals are finished and clear up any associated spillages. * To enforce the necessary sanctions for maintaining good order. * To administer basic first aid as required. * To keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed. * To provide pastoral care, guidance and routine advice to pupils as appropriate. * Where necessary and appropriate to lead games and activities with the children. * To alert Senior Midday Assistant and/or the Headteacher of any concerns regarding an individual child or group of children |
| **General** | * To attend relevant training and meetings as required. * To respect confidentiality at all times. * To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. * To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils. * To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace * Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy * The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. * The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade. |

# Personal Specification

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| **General heading** | **Detail** | **Examples** |
| **Qualifications & Experience** | Specific qualifications & experience | Working with or caring for children  Completion of DCSF Induction programme |
| Knowledge of relevant policies and procedures | Knowledge of First Aid |
| Literacy | Basic reading and writing skills |
| Numeracy | Ability to count and undertake basic calculations |
| Technology | Ability to use basic equipment e.g. photocopier, video |
| **Communication** | Written | Ability to complete basic forms |
| Verbal | Ability to exchange routine verbal information clearly with children and adults |
| Languages | Seek support to overcome communication barriers with children and adults |
| Negotiating | Consult with children and other adults |
| **Working with children** | Behaviour Management | Understand and implement the school’s behaviour management policy |
| SEN | Understand and support the differences in children and adults and respond appropriately |
| Curriculum | Understanding of games and activities which support learning |
| Child Development | Understanding of the way in which games and activities can help children develop |
| Health & Well being | Understand the importance of physical and emotional wellbeing |
| **Working with others** | Working with partners | Understand the role of others working in the school |
| Relationships | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults |
| Team work | Ability to work effectively with other adults in the school |
| Information | Ability to provide timely and accurate information |

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| **Responsibilities** | Organisational skills | Good organisational skills |
| Line Management | N/A |
| Time Management | Ability to manage own time effectively |
| Creativity | Ability to follow instructions |
| **General** | Equalities | Demonstrate a commitment to equality |
| Health & Safety | Basic understanding of Health & Safety |
| Child Protection | Understand and implement child protection procedures |
| Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality |
| CPD | Be prepared to develop and learn in the role |