

Hampton College Primary Phase

Clayburn Road, Hampton Vale, Peterborough, PE7 8GL



Midday Co-ordinator Recruitment Pack

October 2024

Hampton College

Clayburn Road, Hampton Vale, Peterborough, PE7 8GL

Hampton College is an established, successful, all-through school, which formed its own multi-academy trust (Hampton Academies Trust - HAT) in 2014. The Trust is also the education provider for the neighbouring secondary school, Hampton Gardens School and Hampton Lakes Primary School, which opened in September 2019. In 2020, Dogsthorpe Infant School joined our trust. HAT schools have very close links and some shared staff.

Hampton College currently serves the community of Hampton, on the southern outskirts of the city of Peterborough and has good links to Cambridge and Stamford. Hampton Gardens School serves the neighbouring Cambridgeshire village of Yaxley, as well new housing being added to the Hampton East development, where Hampton Lakes Primary School is located.

Required immediately

Midday Co-ordinator

We are seeking to appoint a Midday Co-ordinator to supervise children during the lunch period and to lead and direct a team of Midday Supervisors.

Working Hours

You will work 10 hours per week (2 hours per day). The normal working hours for this role are 11.45am - 1.45pm (Monday to Friday), term time only.

Salary (Grade 6)

Full time salary (52 weeks)

From: £24,294 to £26,421 per annum

Actual salary (based on 10 hours per week/term time only)

From: £5,478 to £5,958 per annum

What we can offer you in return:

- **Staff CPD** - we offer extensive CPD opportunities with access to National College and support with external courses to promote career development.
- **Competitive Pay** - we follow the STPCD for teaching staff and National Pay Rates for support staff.
- **Excellent Pension schemes** - Teacher Pension Scheme and Local Government Pension Scheme with generous employer contributions.
- **Access to HR Support** - a Trust HR team that is on hand to support you from day one.
- **Flexible working and family friendly policies** - we have generous policies in place to support our colleagues such as flexible working, maternity and paternity leave. We also have a Discretionary Leave of Absence policy which includes dependency care leave, compassionate leave and a paid day to move house!
- **Generous sick pay entitlement** - for teachers and support staff. We work with an Occupational Health provider to ensure that colleagues are supported in the workplace.
- **Free onsite car parking at all HAT schools** - Electric car charging is available at some HAT sites.
- **Employee Assistance Programme** - all our colleagues have free access to Health Assured, 24 hours a day/7 days a week confidential service which provides a huge amount of support such as counselling, financial and legal advice. You can also access an online portal to view resources and guides to promote a healthy lifestyle.
- **Free tea and coffee at all HAT schools**
- **Free eye test**
- **Access to school gym facilities and discounted membership to Vivacity Leisure Centres in Peterborough (subject to change).**

For further details, please visit the HAT website: <http://www.hamptonacademiestrust.org.uk/jobs/>

Closing date:

9:00am on Monday 21 October 2024

Hampton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service Check from the Disclosure and Barring Service (DBS).

Vision and Values

Vision

Our vision is to be an outstanding college.

Mission

Our mission is to meet the needs of our students and to equip them to fulfil their potential, and to provide high quality learning and leisure opportunities for members of our community.

Values

1. WE VALUE PEOPLE:

- The College will be a welcoming place, at the heart of its community, valuing all
- people and their talents, beliefs and cultures equally;
- Students will feel safe and respected as individuals at school; they will feel happy to come to Hampton College to learn;
- All staff will feel valued, informed and involved in decision making;
- Parents and carers will feel well informed, and involved in their child's education.
- We recognise families as sources of love and care for their members, and as the basis of a society in which people care for others.

2. WE VALUE LEARNING:

- The College will provide for high quality teaching and learning, involving challenging and enjoyable activities; this will enable our students to think, and to produce high quality work;
- Our curriculum will cater for a wide range of ability and talent, and will provide students with a broad, general education of the highest quality. We will provide an outstanding choice of extra-curricular activities.

3. WE VALUE POSITIVE BEHAVIOUR:

- The College will have a positive ethos, which emphasises respect, responsibility and participation;
- Students will be encouraged to grow spiritually, morally, socially and culturally;
- We will place a high emphasis on maintaining positive relationships with students based on honesty and fairness;
- We will expect all members of the College to act with courtesy, respect and good manners;
- We will emphasise the pleasure in learning, and we will do our best to make sure that fun is part of the experience for all at Hampton College.

4. WE VALUE HEALTH:

- The College will promote the importance of healthy living, and we will emphasise its impact on learning;
- In all areas of operation, the College will stress the importance of healthy eating; students will be encouraged to drink water in most classes;
- The whole College site is a no-smoking area at all times;
- We believe that the health and safety of students, staff and visitors are of paramount importance, and they will always be our first considerations;
- We will work with students, parents and relevant external agencies to promote safe travel to and from school;
- In the interest of safety, students will receive clear messages about items that should not be brought onto college premises, or on school visits.

5. WE VALUE LEADERSHIP:

- The College will be well governed, managed and led, having excellent relationships with other schools and agencies. Resources will be used effectively to support learning;
- Students will be offered opportunities to show responsibility, and to develop leadership skills.

6. WE VALUE OUR COMMUNITY:

- The College will emphasise the opportunities and responsibilities that life in a large community can bring;
- We will make our facilities available to members of our community for learning and for leisure;
- Hampton College will enhance community life;
- Students will be made aware of the positive roles they can play in our global community;
- Students will learn to respect religious and cultural diversity.

7. WE VALUE OUR ENVIRONMENT:

- We will provide an outstanding learning environment: stimulating, colourful and well cared for;
- Students will learn to respect their environment at a local, national and international level.

8. WE VALUE THE FUTURE:

- We will develop the next generation of citizens and leaders, willing and able to play active roles in their communities;
- We will lead out into the world young people who feel positive about themselves and demonstrate a passion for life, who respect the rights of other people and who are ready to make their mark.



At the primary phase, we have embedded the Hampton College Values into school through our PROUD aspirations. This makes the shared Values accessible for younger children and forms the foundations of our approach to school life at Hampton College Primary.

We are PROUD of our school



Play and learn together calmly

Respect others

Own our school

Understand boundaries

Do our best...always



October 2024

Dear Applicant

Thank you for your interest in our permanent position of Midday Co-ordinator at Hampton College Primary Phase.

Information about Hampton College

Hampton College has now been established for eighteen years and has enjoyed a high degree of success both in terms of public examination results and recognition from Ofsted (five full inspections all *Outstanding* or *Good*).

The College opened in September 2005 with a roll of just 180 students in Years 7 and 8. In September 2009 we welcomed our first cohort of Sixth Form students and from September 2010 our secondary school was complete with students in all Years from 7-13.

Development of the 'all-through-school':

In order to meet the unprecedented demand for primary places on the Hampton development, the Local Authority asked Hampton College to open the Primary Phase a year early, in September 2012, on the site of Hampton Hargate Primary School. A brand new state-of-the-art primary school building opened in September 2013, next to the current secondary school's campus. The Primary Phase now serves the full primary age range. The model for the primary phase's growth, one year at a time, until its completion in 2018, is exactly how the secondary phase was established. We work closely with our Primary colleagues to devise innovative, cross phase cross phase learning that ensures curriculum continuity and cohesive approaches. A number of secondary colleagues teach across both phases.

Our current roll is 1,753, including 403 in Primary Phase and 301 in the Sixth Form.

Academy and MAT status

Hampton Academies Trust was formed in September 2014 when Hampton College became a convertor academy and formed a multi-academy trust. One of the drivers for conversion was to allow us to bid for other local opportunities. In September 2015 following a competitive bid process, we were named by Peterborough City Council and Cambridgeshire County Council as the preferred education provider for the new secondary school in the locality, Hampton Gardens School.

Since September 2018, we have operated a Sixth Form across both Hampton College and Hampton Gardens. The close proximity of the two schools has enabled a number of staff to teach and support across both sites. We also have the ability to deploy staff flexibly across the trust.

Our vision is to be a locality based, cross-phase MAT. We intend to grow our MAT in the medium term, and have been successful in our bid to run the primary provision on the new Hampton East development. Hampton Lakes Primary School opened in September 2019 to an initial intake of 26 reception children. The school is growing into a two form of entry primary school, with 420 children and has an on-site nursery provision, with 26 places, which open during 2021. In October 2020, the children moved into their new purposed built school, located near Teardrop Lake.

The name of the Trust reflects our local focus and we have no current plans to expand our operations beyond our local area. We are not a corporate MAT (and do not want to be) and neither are we part of a regional/national chain. Our vision is to retain our ‘homegrown’ status and manage our growth in a sustainable way. We believe that MAT working can be most successful when you concentrate on what you know best, in the community you are invested in. All HAT schools are located within the city of Peterborough and in 2020, we were delighted to welcome Dogsthorpe Infant School into our family of schools. We anticipate our future growth will continue to focus on Peterborough and the surrounding area.

Other Hampton Academies Trust Schools:

Hampton College Secondary Phase (part of our all-through school)
Hampton Gardens School
Hampton Lakes Primary School
Dogsthorpe Infant School

Dogsthorpe Infant School

Dogsthorpe Infant School joined HAT in December 2020 and is a happy and successful infant school. The school has three forms of entry and a total capacity for 270 children in EYFS, Year 1 and Year 2. Whilst DIS is located in a different part of Peterborough, we are already developing close working with HAT’s other schools with EYFS and KS1. DIS has been recognised for its innovative use of digital approaches to learning and its child-centred ethos is well aligned with the aims and values of the trust.

Hampton College - Primary Phase

On the Hampton College Primary Phase site, classrooms are bright and welcoming and are all equipped with interactive facilities. The site itself has a playground, school field and multi-sports court; all providing excellent opportunities for outdoor learning and playground games at breaktime and lunchtime.

Our team of teachers and support staff are enthusiastic and motivated, and are committed to making our school the very best that it can be. The core subjects of English and mathematics are taught discretely every day, supplemented by a rich curriculum of foundation subjects delivered primarily through our Cornerstones Maestro Curriculum.

Being a two-form entry primary school means that our teachers are able to work collaboratively to plan engaging learning opportunities in each year group, with ‘Wow’ days being a firm favourite of each new topic taught.

Vision and Values: We believe that the Hampton College Vision and Values should be at the heart of our mission to deliver the best education that we can for our children. At primary phase we have embraced these Values and adopted our child-friendly PROUD aspirations, which express our key themes in a meaningful, accessible and coherent way to our very youngest children.

During the school’s most recent Ofsted inspection in June 2023, in which Hampton College was judged to be ‘Good’ a number of very positive features were praised, including:

- We are a happy school, where children are well cared for
- A strong emphasis is placed on the well-being of children and staff
- There is a calm atmosphere and children behave well
- School is an inclusive and respectful environment
- Across KS1 and KS2 children progress and achieve very successfully
- Children with SEND are identified and skilfully supported
- Governance is strong, which supports school improvement
- Staff and leaders are ‘tenacious’ and ‘vigilant’ in safeguarding children

Teaching and Learning: All of the teaching staff have agreed on our definition of ‘Excellent Teaching’, and the statement begins... “At Hampton College we encourage teaching which is innovative, adventurous and experimental.” We are proud that the teaching that goes on here is different and teachers are prepared to ‘think outside the box’ sometimes.

Curriculum Plan: Our EYFS classes experience a rich, play-based curriculum which includes a balance of child-initiated, adult-guided and adult-supported learning opportunities. We embrace the outdoor learning environment, as well as our indoor zoned learning spaces and offer children a diet of continuous provision, discrete teaching, guided activities and focused learning opportunities with a varying degree of adult support.

In Key Stage One, the transition from EYFS to Year 1 sees a balance of play-based learning opportunities with a greater emphasis on adult-guided learning. Phonics, English and mathematics form the foundations of our curriculum, with topic based activities supporting our children’s development in other subjects. We use the Cornerstones Maestro Curriculum; which is broad and balanced, encourages independent and creative thinking and allows children to explore their own learning in a meaningful and fun way.

In KS2, whole class and guided group teaching forms a large part of our teaching and learning, whilst independent research and investigation skills are promoted through the Cornerstones Maestro topics.

The School Day:

Doors open:	8.40am
Registration:	8.55am
Lessons start:	9.00am
Lunch break:	12.00pm to 1.30pm (Staggered 1 hour lunches for all year groups)
School ends:	3.25pm

Community: Hampton College is making an important contribution to putting ‘heart and soul’ into the new development, and bringing the community together. We are a venue for learning and leisure and we are developing a range of activities and events to meet local need. We also work in partnership with Vivacity, who operate a public library and sports centre on our campus.

Safer Recruitment

Hampton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will require an enhanced disclosure from the Disclosure & Barring Service.

In accordance with Keeping Children Safe in Education, the school will consider carrying out an online search as part of the due diligence on shortlisted candidates.

For more information, please refer to:

[Hampton College: Safeguarding and Child Protection Policy](#)

[HAT: Recruitment & Selection Policy](#)

Equality & Diversity

The Governing Body of Hampton Academies Trust is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief. (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff and Governors treat visitors, volunteers, contractors and former staff members.

For further information, please refer to the school's [Equality & Diversity Policy \(Staff\)](#).

Promotion Opportunities

As an expanding trust, there are permanent posts and opportunities for promotion, which arise regularly.

Applications

Please download an application form from the school website:

www.hamptonacademiestrust.org.uk/jobs/

Please return your completed application form, together with a letter of application which is addressed to the Head of School (no more than 1 side of A4) outlining how you meet the Person Specification by **9.00am on Monday 21 October 2024**. CVs are not accepted and should not be included with your application.

Postal applications should be addressed to **HR Department** and sent to:

Hampton Academies Trust
Eagle Way
Hampton Vale
Peterborough
PE7 8BF

Applications can also be sent by email to jobs@hamptonacademiestrust.org.uk (*All applicants applying for employment via email will be required to sign and date their Application Form if invited to attend an interview*).

In the meantime, if you have any queries or would like to arrange a visit to Hampton College Primary Phase before the application deadline, please contact the HR department on 01733 246824.

Yours sincerely



Paul Jones
Head of School (Primary Phase)

Job Description

POST TITLE:	Midday Co-ordinator
GRADE:	Grade 6
HOURS OF WORK:	11.45am - 1.45pm (Monday to Friday / term time only)
RESPONSIBLE TO:	Assistant Head of School
RELATIONSHIPS WITH:	Midday Supervisors Teachers & Support staff Teaching Assistants Catering Staff Parents

PURPOSE OF THE JOB:

- To lead and direct a team of Midday Supervisors
- To co-ordinate lunchtime timetables and arrangements
- To supervise students during the lunch period
- To follow up lunchtime incidents and liaise with school staff

MAIN RESPONSIBILITIES:

1. Midday Supervision

- Under the direction of the Assistant Head of School, supervise students during the lunchtime period in accordance with procedures.
- Contribute to behaviour management within the school, in accordance with the school's Behaviour Policy.
- Inform the Safeguarding, Pastoral & Wellbeing Lead/Assistant Head of School and classroom teaching staff of any concerns regarding a student's behaviour and wellbeing during the lunchtime period.
- Administering First Aid as a qualified First Aider.
- Undertake any other duties consistent with the post.

2. Support for the School

- Attend and actively participate in Staff Meetings.
- Contribute to the maintenance of a safe and healthy environment.
- Contribute and participate in school events and activities.
- Develop and maintain effective working relationships with staff and students.
- Develop and maintain professional relationships with parents regarding lunchtime issues.

3. Coordination of Midday Supervisors

- Co-ordinate timetables for staffing organisation during the lunchtime period.
- Provide direction, instruction and guidance to a team of Midday Supervisors at the Primary Phase.
- Listen to team members' feedback and act as a first point of contact for any queries/concerns and escalate these as appropriate.
- Manage the flow of day-to-day operations during the lunchtime period.
- Provide updates to the Assistant Head of School and Head of School (Primary Phase), as necessary.
- Monitor operations offering suggestions for improvement where appropriate.

GENERAL NOTES:

- These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- These accountabilities are not necessarily a comprehensive definition of the post. It will be reviewed at least once per year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

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Person Specification

POST TITLE: MIDDAY CO-ORDINATOR

Criteria	Essential	Desirable
Educational Qualifications	<ul style="list-style-type: none"> ➤ Good educational background with GCSE or equivalent in English Language 	<ul style="list-style-type: none"> ➤ First-Aid qualification
Experience	<ul style="list-style-type: none"> ➤ Previous experience of working as a Midday Supervisor ➤ Previous experience of working in an educational environment 	<ul style="list-style-type: none"> ➤ Previous experience of managing a team of staff
Skills/Abilities	<ul style="list-style-type: none"> ➤ Good timekeeping and organisational skills ➤ Ability to work as part of a team ➤ Ability to use own initiative ➤ Ability to remain calm ➤ Ability to liaise positively with children, staff and parents ➤ Adaptable in a variety of situations ➤ Patience when dealing with young children ➤ A positive and sensitive attitude ➤ Ability to deal with challenging behaviour ➤ Good leadership skills ➤ Ability to keep written records and logs relating to lunchtime incidents ➤ Ability to feedback relevant information to senior leaders 	<ul style="list-style-type: none"> ➤ Ability to organise playground activities to engage children ➤ Ability to demonstrate good behaviour management strategies ➤ Ability to lead by example
Knowledge and Understanding	<ul style="list-style-type: none"> ➤ Appreciation of absolute confidentiality of information received in school ➤ To fully understand issues associated with safeguarding 	
Other Requirements	<ul style="list-style-type: none"> ➤ Willingness to undertake training, as required ➤ Cheerful disposition ➤ Good sense of humour 	