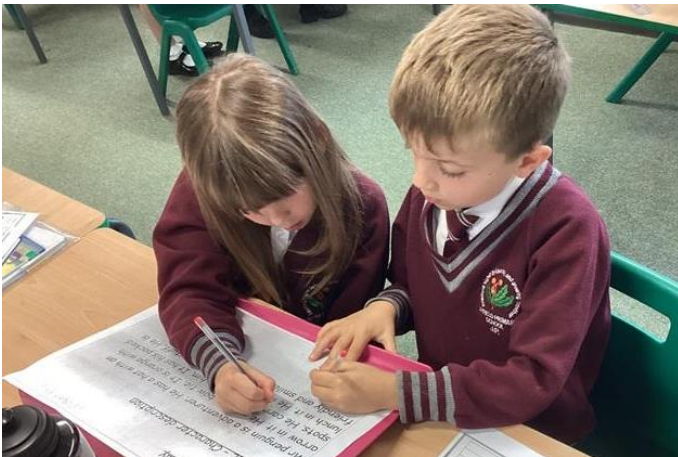


Nursery Lunchtime Supervisory Assistant x 2

Layfield Primary School

Candidate Information Pack

Closing Date: 10/02/2025



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Welcome from the CEO


Dear Applicant,

I am immensely proud to be Chief Executive of Spark Education Trust. We are a newly merged Trust comprising 4 secondary and 11 primary schools located across the Tees Valley and we provide opportunities for children and young people to reach their full potential, whatever their starting point. We know that this is best achieved in encouraging environments where mutual and self-respect is promoted. We want to grow confident young people able to work independently and think creatively in a fast-changing world.

We have high expectations for everyone, aspiring to excellence in teaching and achieving impressive standards in all areas of school life. Success beyond the classroom in sport and the arts are features of life across our Trust.

For our staff we provide positive working environments, a commitment to the highest quality professional development, opportunities to collaborate to create excellence and encouragement to forge career success.

Trustees, governors and leaders collaborate closely to ensure excellence in all aspects of Spark Education Trust. Our core values are mutual respect, hearty collaboration and courageous ambition and these drive our work ensuring that Spark Education Trust schools are wonderful places to work.



Louise Spellman



Welcome from the Headteacher

Dear Applicant,

Thank you for your interest in joining the team at Layfield Primary School. We are a dedicated and passionate community, committed to providing the best possible learning environment for our children. Our aim is to nurture every child so they can reach their full potential, both academically and personally.

At Layfield Primary School, we believe that the foundation of a successful school lies in a strong, motivated, and caring staff team. Therefore, we take great care in selecting individuals who are not only skilled and knowledgeable but also enthusiastic about making a real difference in the lives of young people. If you share our commitment to fostering a positive and inclusive learning environment, we would be delighted to receive your application.

We are proud of our warm and welcoming atmosphere, where both staff and pupils feel valued and supported. Our school values are at the heart of everything we do and are reflected in our rules – Be Ready, Be Safe and Be Respectful. We promote fundamental British Values through the ethos of our school and the curriculum. We also actively promote children rights through the Rights Respecting Schools Award. We look for staff members who embody these values and who can work collaboratively as part of a team to help our children thrive.

Enclosed with this letter is the application pack, which includes a job description and person specification. Please read these carefully, as they provide key information about the role and the qualities we are seeking in the successful candidate.

Should you have any questions regarding the role or the application process, please do not hesitate to contact us at info@layfield.org.uk or 01642 786153. We also encourage potential applicants to visit the school, and would be happy to arrange this if you are interested.

Once again, thank you for your interest in this position and our school. I look forward to receiving your application and wish you every success in your job search.

Yours sincerely,

Helen Owen
Headteacher

Nursery Lunchtime Supervisory Assistant x 2

Nursery Lunchtime Supervisory Assistant x 2

Salary: £2,732

Benefits & Grade: Grade C (SCP 3)

Contract Details: Term time only – Temporary until 18 July 2025

Contract Hours: 5 hours per week 11:45-12:45

Closing date: 10/02/2025

ADDITIONAL INFORMATION

We are seeking to appoint a Nursery Supervisory Assistant to support pupils during the lunchtime period, both inside and outside the dining hall. The successful candidate will work under the guidance of the Headteacher or Assistant Headteacher. We are looking for a friendly, caring individual to join our team of lunchtime supervisors.

The ideal candidate will be:

A Lunchtime Supervisor who is an outstanding role model with an ability to:

- ensure that all our children have a safe and stimulating outdoor environment providing social, active and creative play experiences for all
- ensure that all our children have a pleasant eating experience at lunch time, whilst maximising the time they can spend outside playing,
- support children as they visit the dining hall,
- ensure that all our children remain within a safe environment, and that they play safely,
- set suitable behaviour standards in line with school policy,
- help children acquire social skills,
- attend to minor accidents sustained during the lunch break, and seek appropriate assistance if necessary,
- attend to any pupil who becomes ill during the lunch break, and again seek appropriate assistance,
- report to the Head Teacher/Senior Supervisor any acts that constitute serious infringements of school rules,
- work under the direction of the teaching staff,
- liaise effectively and professionally with staff; teachers and parents, as required,
- participate in training and other learning activities and performance development as required,
- show a duty of care and take appropriate action to comply with Health & Safety requirements at all times,
- demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminator

Applicants should be able to demonstrate:

- Working with colleagues to make a significant contribution to development and direction of school improvement
- Commitment to high standards across all areas of school
- A determination to maintain an inclusive care for all, including those with additional needs

- Plenty of energy and a good sense of humour
- The ability to develop positive relationships with children, parents, staff and support services
- A creative and enthusiastic approach
- Commitment to their own continued professional development as well as the development of others

Our school offers:

- Quality training and professional development
 - A forward thinking, committed and skilled team of professionals to learn alongside
 - A supportive, forward thinking Governing Body
 - Supportive parents who want their children to achieve
 - Enthusiastic and inquisitive children who want to learn
 - A dedicated team of professionals
- A committed and experienced leadership team

We are a newly merged Trust Spark education Trust which currently consists of 11 Primary Schools and 4 secondary schools. The Spark Education Trust can offer you a professional challenge and a rewarding opportunity, working with collaborative schools that are passionate about the progress and development of every student.

More Information Obtainable

Visits to the school are available upon request. Please contact Nicola Clement in the school office on 01642 786153 for further details.

For an application pack please visit the school website or sparkeducationtrust.org.uk

All applications should be returned to the school email: info@layfield.org.uk

Disclosure

Layfield is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check. The post you are applying for is exempt from the rehabilitation of offender's act 1974. We will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

Feedback will only be given to shortlisted candidates.

Job Description

POST TITLE: Nursery Lunchtime Supervisory Assistant

GRADE: C (SCP 3) Term Time only, 5 hours per week

REPORTS TO: **Head of School/Assistant Head of School**

Purpose: To work under the direct instruction of the Head of School/ Assistant Head of School, to supervise pupils during the lunchtime period and ensure that problems are resolved or referred to an appropriate level.

TASKS:

- Ensure that pupils wash their hands before they eat
- Escort pupils to and from the dinner area, as necessary
- Ensure that pupils having a school lunch are in the dining hall at the correct time
- Help younger pupils with the proper use of cutlery, and help them cut up their food when necessary
- Assist pupils with the return of used plates, trays, cutlery and beakers etc
- Assist with the cleaning of tables when lunch is finished
- Supervise pupils eating food brought from home, checking items are nut-free and ensuring that all packed-lunch equipment is cleared away after use
- Report to the Head of School/Assistant Head of School any child whose diet may give rise for concern
- Take charge of groups of children in the playground or the classroom, depending on the weather
- Devise and initiate constructive play opportunities for children when required
- Ensure that children remain within a safe environment, and that they play safely
- Set suitable behaviour standards in line with school policy
- Help children acquire social skills
- Attend to minor accidents sustained during the lunch break, and seek appropriate assistance if necessary
- Attend to any pupil who becomes ill during the lunch break, and again seek appropriate assistance if necessary
- Report to the Head of School/Assistant Head of School any acts that constitute serious infringements of school rules
- Work under the direction of the teaching staff
- Liaise effectively and professionally with staff, as required
- Maintain professional boundaries, including when speaking to children, and acting as a positive role model
- Adhere to confidentiality and data protection requirements
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory
- Ensure actions at all times, including social media use, are not detrimental to the reputation of the school.

SAFEGUARDING - PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

The post holder may reasonably be expected to undertake other duties in line with the level of responsibility that may be allocated from time to time.

Person Specification

POST TITLE: Supervisory Assistant

GRADE:

C (SCP 3)

	Essential	Desirable
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> • Basic skills • Willingness to participate in training and development opportunities 	<ul style="list-style-type: none"> • First Aid training • Child Protection training
EXPERIENCE:	<ul style="list-style-type: none"> • Experience of dealing with children of primary age 	<ul style="list-style-type: none"> • Experience of working in a school environment • Experience of working with children in a similar age group, including children with special educational needs
SKILLS/ KNOWLEDGE:	<ul style="list-style-type: none"> • Ability to relate well to children and adults • Good communication skills • Ability to work effectively as part of a team • Be able to maintain confidentiality • Good listening skills • The ability to organise lunchtime activities for children, in conjunction with other staff in school • The ability to be proactive and ensure that children's lunchtimes are safe and happy • Able to use own initiative • The ability to manage behaviour of children in a positive and supportive manner • An understanding of hygiene and good health 	<ul style="list-style-type: none"> • Relevant knowledge of First Aid • Knowledge of Child Protection • Knowledge of Health & Safety • Equal Opportunities and recognising the nature of the diverse school community
PERSONAL ATTRIBUTES:	<ul style="list-style-type: none"> • Friendly, approachable and professional manner • Calm approach • A commitment to working as part of the whole school team and supporting the vision and aims of the school • Committed to safeguarding children • Willingness to be adaptable • Excellent time keeping and attendance 	

How to Apply

Application forms and further details are available on the Trust's website – sparkeducationtrust.org.uk

Please return your completed application form to info@layfield.org.uk

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

Confidential References

Two referees should be nominated, including one from your current/most recent employer – Those from an education setting must provide the Headteacher as one of their references or to be signed and checked by the Headteacher.

Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

Person Specification

Sets out the criteria to be used for the shortlisting process.

Closing date: 10/02/2025

Interviews to be held: 13/02/2025

Employee Benefits

Wellbeing

Free and confidential support.

Up to six sessions of structured counselling, if recommended.

Pensions

All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

Cycle to work

We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through www.greencommuteinitiative.uk which enables staff to access a new bike and bike equipment.

Work Life Balance

We provide a generous Annual Leave entitlement for Support Staff of 27 days leave, rising to 32 days leave following 5 years' service, in addition to statutory bank holidays.

As we are supportive of flexible working, we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work life balance.

Professional Development

As we believe in supporting and developing our staff, we offer extensive career development opportunities and actively seek to develop and promote staff where possible.