

**Unsworth Primary School**

**Midday Supervisor Vacancy**

|  |
| --- |
| **CONTENTS** |
| A | Introduction | 2 |
| B | Welcome from the Headteacher | 3 |
| C | Job Advert | 4  |
| D | Job Description | 5 - 6 |
| E | Person Specification | 7 |



**Introduction**

Dear Applicant

Thank you for your interest in this post at Unsworth Primary School, which is a member of Oak Learning Partnership Trust.

Our Trust is a recently established group of schools currently comprising of a primary, secondary and special school all located in Bury, Greater Manchester. At Oak LP we are passionate about transforming children’s lives and their communities through the delivery of a well-balanced, rounded education, providing individual support in schools which are happy places within which staff and young people thrive. We are passionate about inclusion; this is at the heart of our ethos and is a consistent focus. In all our schools we endeavour to leave no child behind.

We understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, be that supporting or teaching, they are contributing to our collective aim of transforming lives. We have high expectations for our staff, we invest heavily in them ensuring they feel valued and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

Our schools work closely with one another: they collaborate, support each other and share collective systems across both educational and business provisions. But it’s also important to us that each school has individuality and freedom to be innovative. What we do insist on is clarity and consistency from our leaders and always making sure common sense is at the heart of decision making.

I joined the Trust in September and I’m excited to lead Oak LP into the next part of its journey. We are laying strong foundations for growing the Trust and with this, will come multiple development opportunities for our staff. We are committed to making a difference on a wider scale, whilst continuing to build on our current strengths. Above all we will continue to have a strong moral purpose, provide a truly inclusive education and embed our core values of **Aspiration, Resilience,** and**Integrity in everything we do.**

If you’re excited about joining Oak LP, your values are aligned with ours and you feel like you can make a difference please contact the school directly for any additional information about the role.

James Franklin-Smith

CEO of Oak Learning Partnership



**Welcome from the Headteacher**

Dear Candidate,

At Unsworth Primary School we pride ourselves on providing children with a happy and stimulating environment in which they can learn, develop and achieve.

Our committed staff team work hard to encourage the children to enjoy learning, achieve their best, behave well, support each other and grow in confidence to become outstanding citizens.

We are committed to providing a warm and supportive ethos where staff, children and parents work together to ensure all feel happy, safe and cared for. We believe that each child has their own unique qualities and we take care to bring out these gifts and talents, to nurture them and celebrate them together, valuing the contribution each child makes to our community.

At Unsworth Primary School we have 5 core values that were chosen by all of our community. The values are: Happiness, Honesty, Friendship, Respect and Learning, and they are weaved throughout all that we do.

**Mission Statement -** Our school community is committed to providing a **safe**, **secure** and **stimulating** learning environment where personal achievement and respect for the individual is valued.

Together we build an **understanding** of one another and look to **develop** the **self-esteem** of every child.

**School Aims –** Our school aims are: -

* To create a happy and caring school for all our children
* To provide a welcome for parents, governors and members of the wider community
* To celebrate the individual contribution of every child
* Helping each child to develop confidence in themselves and have respect for others
* Delivering a broad, balanced and differentiated curriculum that is accessible to all our children
* To encourage all members of the school community to be fully committed and involved in the life of the school
* Developing positive learning partnerships between home and school
* To have high expectations of every child enabling them to reach their full potential
* Creating a lively and stimulating learning environment
* Communicating our Mission Statement and Aims to all members of our school community

Please visit our school website for further information.

<http://unsworth-primary.co.uk>

Andrew Rhodes

Headteacher at Unsworth Primary School



**Unsworth Primary School – Midday Supervisor**

**Required for as soon as possible**

**Grade 1/2, SCP 1, actual salary - £2, 749.31**

The Trust are seeking to appoint a Midday Supervisor to work as part of our team at Unsworth Primary School and to be responsible for the safety, welfare and good contact of our pupils over the lunch period.

Previous experience in a similar role is not essential, but suitable candidates will be expected to have a caring, patient and friendly but firm manner. In your application please outline your suitability for the post with reference to the person specification.

The post is 6.67 hours per week (1 hour 20 minutes per day) term time only. The working hours are Monday to Friday 12noon – 1.20pm.

The Trust are committed to **equality** of **opportunity** for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Please do not send CV’s. Applications should be sent to recruitment@unsworth-primary.co.uk for the attention of Mr A Rhodes, Headteacher.

**Closing Date: 9.00am, Monday 29th November 2021**



**Job Description**

**Midday Supervisor**

**Job Title/Post:** Midday Supervisor

**Hours:** 6.67 hours weekly (term time only) 12noon - 1:20pm each day.

**Immediately** **responsible to:** Headteacher and Assistant Headteachers

**Immediately responsible for:** Supporting all pupils in the hall, on the playground and in classes during lunchtime.

**Purpose and Objectives of Post:**

To secure the safety, welfare and good conduct of all pupils during the mid-day break period.

**Special conditions of service:**

1. A termly team meeting will be held for one hour with the Headteacher (this hour will be paid via an overtime claim form) for in-house training purposes.
2. Safeguarding training and First Aid training to be completed every three years.

**Control of Resources:**

1. Responsible for playtime equipment (in and outdoors) and for photocopying wet play resources.
2. Responsible for cleaning pupil tables after use.
3. Responsible for replenishing any first aid resources used each day.

**Duties/Responsibilities:**

1. Supervise the pupils whilst they use the toilets and wash their hands.
2. Help the pupils to enter and leave the hall.
3. Supervise the pupils eating dinner or packed lunch.
4. Be aware of any pupils with dietary needs/requirements.
5. Cut up food and show the pupils how to use their cutlery, if necessary.
6. Prevent the pupils from taking food outside the dinner hall.
7. Supervise the pupils whilst they eat their meals and in the playground.
8. Ensure the pupils are not left unsupervised in the hall, playground or toilet area.
9. Lead games/activities outside with groups of children.
10. Wipe spillages on the floor and tables incurred during the meal.
11. Set up and/or put away outdoor play equipment.
12. Be aware of emergency procedures eg. fire drill and know what action to take.
13. Supervise the pupils in the classroom during bad weather.
14. Report all accidents and incidents to the designated member of staff as required by the school and carry out any simple first aid procedures in accordance with training received.
15. Ensure the pupils do not leave the school without permission of the Head Teacher.



**Employees of the school have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.**

*Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of Supplemental Conditions of Service)*



**Person Specification**

**Midday Supervisor**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** |
| **Ability, Skills and Knowledge:** In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge: |
|  | * Ability to supervise and assist pupils during lunchtimes
* Ability to control the behaviour of pupils while they eat their meals and whilst they are in the playground
* Commitment to safeguarding of children and willingness to undertake safeguarding training
 | * An awareness of emergency procedures e.g. fire drill
 |