



## Lunchtime Supervisor Application Pack



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## About The Academy at St James (ASJ)

### Type of School

The Academy at St. James is a two form entry, co-educational school for children aged 2+ years to 11 years.

There are places for 336 children in school. There is room for 60 children in each year group and 52 in nursery. There are 14 classes of 30 pupils, with 2 classes from reception through to Year 6. Each class has at least one full time teacher (or equivalent) and learning support staff who are present to help all children achieve specific learning goals as directed by the teacher.

### A Faith School

The Academy at St. James is a diocesan sponsored multi-faith academy. We are all committed to the education and welfare of the children in our care and together we have identified what makes our schools distinctive.

- Our Faith School's success is based on strong and welcoming links between school, home, church and the community.
  - Our Faith School gives high priority to the spiritual development of all in the community.
  - Our Faith School is distinguished by the special character of its religious education and Christian worship and within this teaches an understanding of and respect for other faiths.
  - In our Faith School, Christian values are built into our ethos and teaching.
- In our school we believe that what we provide enables children to develop and grow with confidence and will ensure positive memories and lasting benefits that will remain forever.

### British Values and Prevent

The Academy at St. James actively promotes British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs, to ensure our children are prepared for life in modern Britain.

The Academy at St. James is fully committed to safeguarding and promoting the welfare of all of our children. Every member of staff recognises that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society



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## About BDAT

The Bradford Diocesan Academies Trust is a Church of England primary and secondary school trust serving a number of faith and non-faith Academies in both the West Yorkshire and the Dales diocese and the Bradford Local Authority area. The Trust was set up in 2012 by a board of volunteers, with a view to support a number of primary and secondary academies across the diocese, and has been experiencing steady growth since.

BDAT operates a light-touch policy across all its schools, working in direct cooperation with each Academy to develop collaborative processes and structures, ensuring all of the schools within the Trust are able to work together and that the values and practices held by BDAT are present across the board. Through this cooperative effort, particularly at challenging times in each Academy's existence, BDAT hopes to ensure the pupils at each of its schools continue to receive the best possible education and to be guided towards a bright future.



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## BDAT Employee Pledge

Bradford Diocesan Academies Trust recognises that if our schools are to succeed, our teachers and school staff are our most valuable asset. As such we work hard to be an employer and the schools of choice in Bradford.

### We do this by:

- Relentlessly only recruiting the highest calibre of teachers who share our aspiration and ambitions for our pupils to succeed;
- Developing our teams by talent spotting and rewarding our next generation of leaders
- Making sure BDAT is a good place to work so that retain and grow the expertise and skills of our people. Keep reading to find out more about our employee pledge which sets out what you can expect from us if you choose to join BDAT and what we will expect of you.

### We will offer you:

- Work in a values driven, student centered organisation where every child is supported to reach their academic potential and accomplish their individual goals. <http://www.bdat-academies.org/about-us/bdat-mission-statement/>
- The prospect of working for an increasingly successful and growing Trust which is committed to providing high quality education for all of its students and to be the schools of choice. [www.bdat-academies.org](http://www.bdat-academies.org)
- A separate annual career development discussion with a senior leader resulting in a bespoke career development plan in addition to Performance Management.
- Ongoing assistance in developing your 'craft' of teaching
- Assistance with career progression both within and outside the Trust
- A competitive employees' benefit scheme <http://www.bdat-academies.org/about-us/employee-benefit-scheme/>

### We will provide you with the opportunity to:

- Have a week's placement in one of the BDAT schools within the first two years
- Shape the curriculum developments in an ever-changing world
- Work with like-minded subject colleagues from the other trust schools
- Shadow colleagues both within the school and across BDAT
- Support the development of teachers new to the profession or to their role
- Gain the experiences required to meet external leadership qualifications such as Specialist Leadership in Education



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### The BDAT Employee Pledge (continued)

#### In return, we expect you:

##### To Model

- The values of BDAT and your school at all times
- Professional behaviour's at all times

##### To Be

- A consistently good teacher on a day to day basis
- Committed to ongoing professional development
- A team player and to adopt a 'can do' attitude

##### To

- Place safeguarding of students at the heart of the work
- Engage in constructive professional dialogue, giving and listening to feedback
- Contribute to the development of students and staff
- Meet Teachers' Standards and Trust Leadership standards as appropriate to career stage expectation

Thank you for taking the time to read this information.



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### Continuing Professional Development at The Academy at St James

Bradford Diocesan Academies Trust, BDAT, is committed to the professional development of its staff. Through professional development, BDAT seeks to maintain and increase the effectiveness of its staff in achieving its strategic objectives. Staff will be supported in their current jobs and also be helped to prepare for anticipated changing roles and responsibilities, as the trust develops and evolves.

This model policy has been provided as a Trust level resource for BDAT and does not form part of an employee's terms and conditions of employment.

### Making your application

We hope that having read this pack you are inspired to apply for the post.

In order to apply, please complete the BDAT application form. The application form can be downloaded from the school website [www.acadmystjames.com](http://www.acadmystjames.com) under About us/ Vacancies. We strongly recommend that you look around the school prior to completing an application.

If you would prefer a paper copy, or would like to speak to someone about the vacancy, please contact Amanda Carter on 01274 777095 option 2, or by email at [office@academystjames.com](mailto:office@academystjames.com)

Applications must be received by the closing date of 23<sup>rd</sup> October 2020. Interviews will take place week commencing 2<sup>nd</sup> November 2020.



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## JOB DESCRIPTION

### PRIME OBJECTIVES OF THE POST:

To ensure the supervision and safety of children throughout the official lunch period (i.e. interval between close of morning school and re-commencement of school in the afternoon).

### SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

None-

**PAY RANGE:** £3,016 P/A £9.25 per hour

### HOURS OF WORK:

(PT) 7.5 hrs per week term time only (fixed term appointment to 31st August 2022)

### SUPERVISION AND GUIDANCE:

Responsible to the Headteacher through the designated Senior Supervisory Assistant.

### RANGE OF DECISION TAKING:

Decisions relating to supervision of children.

### RANGE OF DUTIES:

- 1 Supervise children lining up.
- 2 Supervise children eating their dinner.
- 3 Cleaning the dining hall and preparing the area before and after lunchtime
- 4 Interact with children to ensure a positive lunchtime experience.
- 5 Supervise the children leaving the dining hall after dinner.
- 6 Support the behaviour of the children in the playground by engaging in play activities with them.
- 7 Follow school policy for children who break the rules.
- 8 Deal with accidents in the playground or in the dining hall.
- 9 Keep young children occupied when they have to stay indoors.
- 10 To assist/ supervise pupils with their general hygiene requirements (washing, toileting, changing clothing etc.) in accordance with school policy



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- 11 To manage personal care requirements of pupils who are unable to maintain their own hygiene/toilet needs.

### NOTE

*As an equal rights employer we are committed to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*As the protection of children is a duty of the school, all persons offered appointment to this post will be required to authorise a search of Police Criminal Records under the exemption provisions of the Rehabilitation of Offenders Act (1974).*



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### PERSONNEL SPECIFICATION – Lunchtime Supervisor

The Academy at St James is an Equal Opportunities Employer and requires its employees to carry out its policies concerning racial and sex equality and the rights of people with disabilities both in terms of equal opportunity for employment and access to the Council Services. Job Share applicants welcome for all full-time posts unless otherwise stated in the advertisement. We are committed to making reasonable adjustments to the job role and working environment so that disabled people have access to job opportunities or current employees can continue at work should they develop a disabling condition.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE		<ul style="list-style-type: none"> <li>• Experience of working in a team situation.</li> <li>• Working with or caring for children of relevant age or relevant experience e.g. voluntary organisation, parental caring responsibility.</li> </ul>	Application form & Selection process
QUALIFICATIONS		<ul style="list-style-type: none"> <li>• Qualifications relating to post e.g. health, children, practical skills, first aid.</li> </ul>	Application form & Selection process.
TRAINING	<ul style="list-style-type: none"> <li>• Willingness to participate in development and training opportunities.</li> </ul>		Application form & Selection process
SPECIAL KNOWLEDGE	<ul style="list-style-type: none"> <li>• An understanding of the needs of a multicultural society.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of childcare.</li> </ul>	Selection process



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ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EQUALITY	<ul style="list-style-type: none"> <li>Candidates should indicate an acceptance of and commitment to the principles underlying the School's Equal Rights policies and practices.</li> </ul>		Selection process
DISPOSITION - ADJUSTMENT/ ATTITUDE	<ul style="list-style-type: none"> <li>Ability to relate well to pupils and adults.</li> <li>Demonstrate a commitment to working with children of the relevant age.</li> <li>Maintain confidentiality in matters relating to the school, its pupils, parents and carers.</li> <li>To manage personal care requirements of pupils who are unable to maintain their own hygiene/toilet needs.</li> </ul>		Selection process
PRACTICAL & INTELLECTUAL SKILLS	<ul style="list-style-type: none"> <li>Good spoken English.</li> </ul>		Application form & Selection process
CIRCUMSTANCES - PERSONAL	<ul style="list-style-type: none"> <li>Will not require holiday leave during term time.</li> <li>Must be legally entitled to work in the UK (Asylum and Immigration Act 1996).</li> <li>No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (CRB check required).</li> </ul>		Selection process. Sight of appropriate documentation as specified in interview letter
PHYSICAL/SENSORY	<ul style="list-style-type: none"> <li>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995.</li> </ul>		Selection process.



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This personnel specification described the job requirements on which the short listing and selection decision will be based. To be selected for an interview you must be able to show that you meet all the 'essential' requirements for the post. The very best candidates are most likely to also meet the 'desirable' criteria. To ensure that the short-listing panel can make a proper assessment of your suitability for the post, please ensure that the application shows how you meet the requirements set out in the personnel specification.