



COCKBURN
MULTI-ACADEMY TRUST
TRANSFORMATION TO EXCELLENCE



We're Hiring

Recruitment Booklet

Lunchtime Supervisory Assistant

COCKBURN SCHOOL

Specialist status in the Performing Arts



COCKBURN
JOHN CHARLES ACADEMY



COCKBURN
LAURENCE CALVERT ACADEMY



COCKBURN
INGRAM ROAD ACADEMY



FOOTSTEPS
to success



MIDDLETON
PRIMARY SCHOOL



COCKBURN
REACH ACADEMY



 **MINDFUL
EMPLOYER**



0113 271 9962



recruitment@cockburnmat.org



www.cockburnmat.org

Job Description – **Lunchtime Supervisory Assistant**

Post:	Lunchtime Supervisory Assistant
Required	As soon as possible
Pay scale and salary:	A1, Scale point 2
Contract Type:	Permanent, Term Time only
Hours of work:	6.25 hours per week (Mon – Fri, 12 – 1:15pm)

Accountable to: Support Staff Manager

Purpose of Role:

To be responsible for ensuring the good conduct and safety of students during the lunchtime period. Contributing to structured creative play activities. To work under the instruction/guidance of Lunchtime Supervisor/Headteacher/Teaching Staff/Senior Staff.

Main Duties:

- Identify any inappropriate behaviour in student(s) and encourage students to take responsibility for their own behaviour using methods suggested by the Teacher/Headteacher (typically this post is not required to regularly handle very difficult or challenging behaviour from students, although there may be some requirement to do so).
- Ensure that all students are complying with the school's behaviour policy and implement and support the school's behaviour policy.
- Contribute to the high-quality standard of support for students during the lunchtime period.
- Support and encourage students to eat their lunches and tidy away trays/cutlery/rubbish/lunch bags etc.
- Effectively communicate with team members and work effectively as a team.
- Be aware of Child Protection procedures within school and the appropriate contact to refer issues to.
- Enable children to be ready for learning in the afternoon period by the organisation of structured play activities.
- Take responsibility for communicating any issues that have occurred over the lunchtime period to appropriate staff within school.
- Receive communication from staff regarding any issues that lunchtime staff need to be aware of and communicating this to the appropriate members of the lunchtime team.
- Ensuring play activities are inclusive for all students.

- Report any accidents/incidents using appropriate mechanisms within school and complete forms where appropriate using computers where necessary.
- Set standards for table manners and ensure that healthy eating initiatives are promoted.
- Contribute to the setting up and clearing away of the dining room including the moving and wiping of dining room furniture.
- Be aware of appropriate health and safety issues and responsibility for reporting any issues through the correct procedures within school and take action to avoid accidents e.g. cleaning spillages of food or drink from the floor.
- Be aware of appropriate duties in inclement weather.
- Work in an anti-discriminatory manner and uphold and promote the standards and equal opportunities of the school and Cockburn Multi-academy Trust.
- Ensuring the delivery of creative play opportunities within a safe and caring environment.
- Ensure promotion and support of Equal Opportunities and Health & Safety.
- Undertake training as required.
- Undertake any other duties that are commensurate with the post.

Person Specification

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements and applicants lacking these attributed will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

<u>KNOWLEDGE / QUALIFICATIONS</u>	<u>Essential</u>	<u>Desirable</u>	<u>MOA</u>
Understanding of Health & Safety issues	*		A/S
Awareness of child protection issues	*		A/S
Understanding of the School's Behaviour Management issues and strategies		*	A/S
NVQ 1 for Teaching Assistants		*	A/Q
Appropriate First Aid training		*	A/Q
<u>SKILLS</u>	<u>Essential</u>	<u>Desirable</u>	<u>MOA</u>
Implement and monitor creative activities for students at lunchtime	*		A/R
Good communication skills	*		A/S/R
Ability to relate well to children and adults	*		A/S/R
Literacy skills		*	A/S/R
Ability to identify your own training needs		*	A/S/R
<u>EXPERIENCE</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>MOA</u>
Experience of working with Primary school children	*		A/S/R
Experience of working with students with additional needs		*	A/S/R
<u>PERSONAL QUALITIES</u>	<u>Essential</u>	<u>Desirable</u>	<u>MOA</u>
Willing to abide by the Equal Opportunities Policy in the duties of the post	*		S
Willing to carry out all duties having regard to an employee's responsibility under the Health and Safety Policies	*		S
To display a responsible and co-operative attitude to working towards the achievement of the service are aims and objectives	*		S/R
Commitment to own personal development and learning	*		S

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.

This role is subject to a six-month probationary period and satisfactory enhanced DBS check. As one organisation Cockburn Multi-academy Trust expects all its employees to work across any academy within the trust as and when required.

METHOD OF ASSESSMENT (MOA)	A =	Application Form
	Q =	Qualification
	R =	References
	S =	Selection Process

COCKBURN

CAREER PATHWAYS

What job roles am I interested in?

Pastoral

Safeguarding Officer, Family Support Worker, Early Intervention Therapeutic Worker, Attendance Outreach Worker, Outreach Co-ordinator, Early Intervention Worker Assistant SENCO, Head of Year

Facilities

Cleaner, Cleaning Supervisor, Caretaker, Caretaker, Site Manager, Premises Assistant, General Kitchen Assistant, Senior Catering Assistant, Catering Supervisor, Catering Manager

Data/technical support

Reprographics, Data Assistant, Data Manager, Trust Data and MIS Officer, IT Technician, Senior IT Technician, IT Manager

Operational

Receptionist, Administrator, Office Manager, School Business Manager, Personal Assistant to Head of School/ Executive Headteacher, Exams Officer, Finance Assistant, Finance Officer, Trainee Accountant, Finance Manager, HR Manager, Head of HR, Deputy Chief Operating Officer, Chief Operating Officer

Classroom support

Midday Supervisor, Before/After School Club Assistant, Playworker, Nursery Assistant Child and Family Practitioner Behaviour & Learning Inclusion Practitioner, Teaching Assistant, Learning Mentor, Cover Supervisor, HLTA, DT/Art/Food/Science Technician LRC Coordinator

Routes into teaching

QTS, QTLS, PGCE, SCITT, School Direct Teach First, Teaching Apprenticeship, Straight to Teaching

What career path should I take?

Ongoing training and development

PDD Days, annual updates, staff briefings, departmental specific training, away days

What qualifications do I need to reach my goal?

GCSES, A Levels, NVQs, diploma, foundation degree, PGCE, QTS, ECT, Level 3 TA, CIPD, accountancy, H&S, NEBOSH, computing and IT, apprenticeship

Annual appraisal

CPD, training and development, career aspiration conversations, succession planning

Training for new starters...

Staff induction, statutory training including child protection and safeguarding, online safety, data protection, school policies, behaviour management

What internal training may there be available?

Shadowing, acting up, secondments, mentor support, volunteering, associate roles

How do I find out more about job roles?

Job adverts/website, line manager, careers officer, departmental heads, teacher training lead, HR

Smart clinic resources

Self-care and personal development

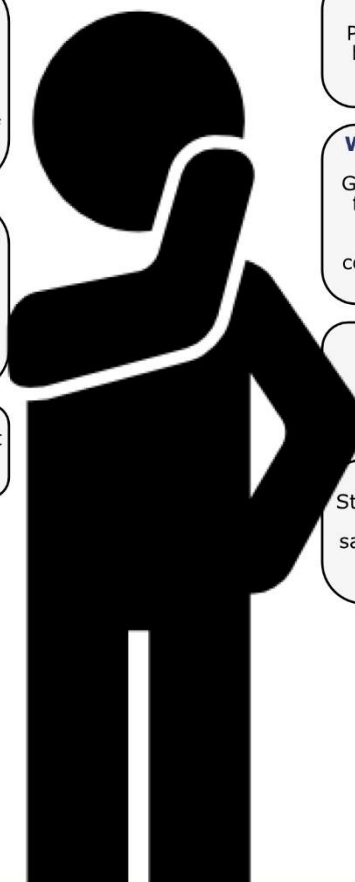
National College resources

Teaching and learning, pedagogy, SEND, admin, finance, staffing, recruitment, facilities, H&S

Our values and ethos

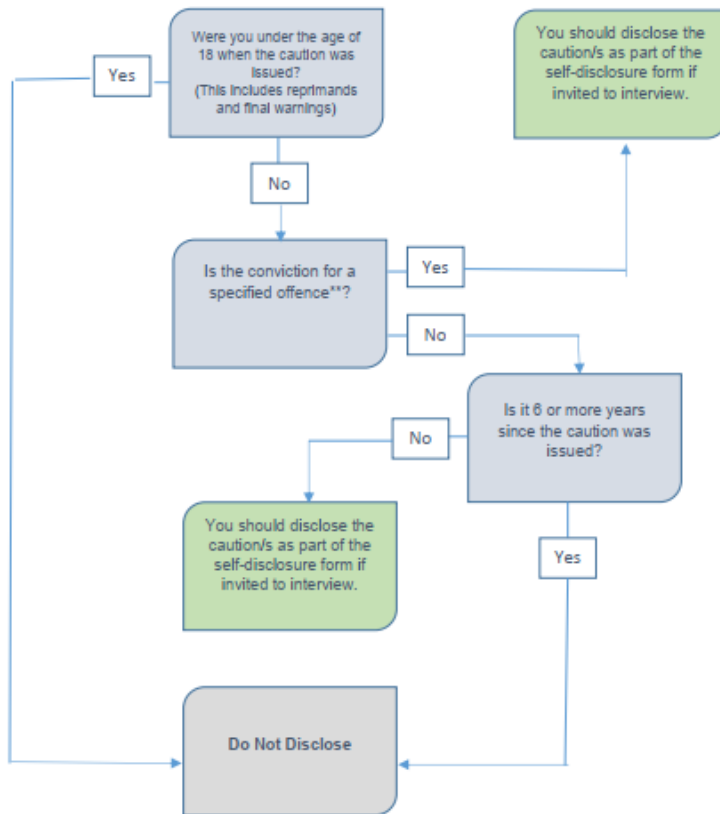
Equality, diversity and inclusion, high quality professional development, internal coaching and individual CPD rewarding jobs, lifelong learning, growth mindset, work life balance, flexibility

SUPPORT STAFF



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Disclosure of a Caution (this includes reprimands and final warnings)



**<https://www.gov.uk/government/publications/dba-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

Disclosure of a Conviction Please work this through for each conviction you have separately even if they were part of the same legal proceedings

*https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/935747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf

**<https://www.gov.uk/government/publications/dba-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

