

Applicant Pack



● ● **Midday Supervisor &
Breakfast Club Assistant**

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THE
Pinnacle
LEARNING TRUST

www.pinnaclelearningtrust.org.uk



Welcome from the HR Central Services Team

We are delighted you have expressed interest in a vacancy with The Pinnacle Learning Trust. Please take the time to read the 'Join the Pinnacle Learning Trust' booklet available from our website, in order to understand the benefits of working for our trust and how you might support us in achieving our vision and values.

Should you have any questions regarding the position or the application form, please contact the Human Resources Department for assistance on 0161 287 8001.

Please ensure you submit your application by the closing date stated in the advert.

We cannot accept information held on CVs and therefore your application and accompanying statement must show all information about yourself and how you meet our requirements. The job description and person specification will assist you with this. Please provide a day-time contact number on your application form.

You should remember to include information on all your previous employment roles and qualifications gained from secondary school onwards, covering any gaps in employment which are longer than 2 months, detailing what you were doing during that time.

For teaching roles, please provide your results from the last three academic years, where available, together with your application form.

In the meantime, may we take this opportunity to thank you for your interest in working with us and we look forward to receiving your completed application.

Best regards,
HR Team

*If you require this or any of the documents in an alternate format please contact a member of the Human Resources Department.



Job Description & Person Specification

Werneth Primary School Job Description

Midday Supervisor & Breakfast Club Assistant

Purpose of the Role

Responsible to the Executive Principal and Head of Academy for the safe supervision of children during breakfast and lunchtimes- including leading games and activities; encouraging children to eat well; and implementing whole school policies that promote positive behaviour and relationships and keep children safe in school.

Summary of Main Duties and Responsibilities:

KEY TASKS

- To operate in line with the ethos, culture, overall aims and policies of the school
- To be aware of, and alert to, safeguarding concerns and report them to the Designated Safeguarding Lead (DSL) verbally and through CPOMS
- To communicate concerns about children's emotional wellbeing, friendships or presentation promptly with relevant staff.
- To build up a positive relationship with the children, ensuring all children feel welcomed, valued and able to participate in breakfast and lunchtime activities.
- To work with our children to ensure a calm, sociable atmosphere during breakfast club and lunchtimes.
- To supervise and lead games and play during breakfast club and lunchtimes.
- To promote safe and positive behaviour from all of our children by implementing the school Behaviour and Relationships Policy.
- To use a relational approach when supporting behaviour, helping children repair relationships and reflect on incidents where appropriate.
- To contribute to a nurturing and emotionally supportive environment that reflects the school's values and culture.
- To ensure the smooth running of the breakfast/lunch hall and playgrounds during lunchtime sessions- including the safe supervision of children as they move around the school
- Liaise with the Senior Leadership Team (SLT), Office Manager and your line manager regarding issues of breakfast and lunchtime supervision
- To be aware of, and alert to, health and safety issues and report them to the Site Manager
- Complete First Aid training and provide first aid, where needed
- To ensure that school corridors and learning spaces are kept tidy and free of litter
- To ensure the kitchen facility and dining areas are kept clean and tidy
- To work flexibly and undertake, when required, other duties associated with supporting the needs of students/staff as may reasonably be determined by the Executive Principal, Head of Academy and/or their representatives.

	Essential	Desirable	Method of Assessment
Education			
Experience of working in Education		√	Application/Interview
Skills and Knowledge			
Willingness to engage in relevant training and ability to improve own practice	√		Application/Interview
Education and Qualifications			
Good standard of Education		√	Application/Interview
A good knowledge and understanding of safeguarding practices and procedures or willingness to engage in relevant safeguarding training	√		Application/Interview
Be able to communicate in a language represented in our school community (English or Urdu or Bengali or Romanian)		√	Application/Interview
Willingness to undertake First Aid training	√		Application/Interview
Attitude and Personal Qualities			
Accuracy and attention to detail	√		Application/Interview
Ability to work independently and as part of a team.	√		Application/Interview
Confidence in your abilities to deal with problems as they arise in a professional manner	√		Application/Interview
Ability to multi-task, work under pressure and meet deadlines	√		Application/Interview
A proactive approach and willingness to implement whole school policy and approaches to behaviour and relationships with children, staff and parents/carers	√		Application/Interview
To recognise that behaviour is a form of communication and respond to children with curiosity, empathy and consistency, in line with the school's relational approach.	√		Application/Interview
Good Interpersonal skills and ability to establish and maintain good working relationships with children, staff and parents/carers	√		Application/Interview
Patience and ability to remain calm	√		Application/Interview
An enthusiastic and flexible approach to working routines and practices	√		Application/Interview
Suitability to work with children	√		Application/Interview
Commitment to equality of opportunity and anti-discriminatory practice.	√		Application/Interview
Sensitivity to community issues	√		Application/Interview
Empathy with the age group and the provision of a quality service for young people	√		Application/Interview
Work Circumstances			
To work flexibly as the workload demands	√		Application/Interview
Occasional out of hours working to support school functions	√		Application/Interview

How To Apply

To apply, please click [here](#).

Additional Reasons to Join Us:

- Automatic enrolment into a Pension Scheme
- Various health and wellbeing benefits (including on site gym membership at Oldham Sixth Form College and The Hathershaw College)
- Employee Assistance Programme, offering health and wellbeing services
- Laptop/Chromebook allocated to teachers and support staff (if required)
- Cycle to work schemes available
- Free on-site parking
- Excellent opportunities for CPD and career development

Please see our Join The Pinnacle Learning Trust booklet for more reasons to work for the Pinnacle Learning Trust.

Commitment to Safeguarding

The Pinnacle Learning Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Applicants must be willing to undergo pre-employment checks. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. The Pinnacle Learning Trust is an Equal Opportunities Employer and welcomes applications from underrepresented groups and ethnic minorities.

“Educational organisations can often have a culture that is somewhat bureaucratic and punitive, but our trust isn’t like that. We have a human side, which we show in abundance, and we really support each other. Things like behaviour management, for example, are a team effort - no-one is just left on their own.”

Rebekah Sutcliffe, Trustee and former senior police officer and director in local government

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**To find out
more or to
apply:**

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hr@pinnaclelearningtrust.org.uk

0161 287 8001

