

Recruitment Pack

Midday Supervisory Assistant

Richmond Hill Primary Academy



Introduction by the Chief Executive Officer

Thank you for your interest in this exciting opportunity to develop your career with The Rose Learning Trust. We hope that by reading this pack and the information available on the [website](#) you will get a good overview of the exciting opportunities and support you can expect as a member of staff at our trust.

We are a collaborative organisation focussed on high standards and opportunities for all. As a trust, we seek to support and challenge each other to improve the outcomes and life chances of all our pupils across all our communities. We will continue to learn from each other: transforming futures collaboratively. In this way we believe that the changes we make, the developments and strategies we put in place will have purpose, be embedded and effective.

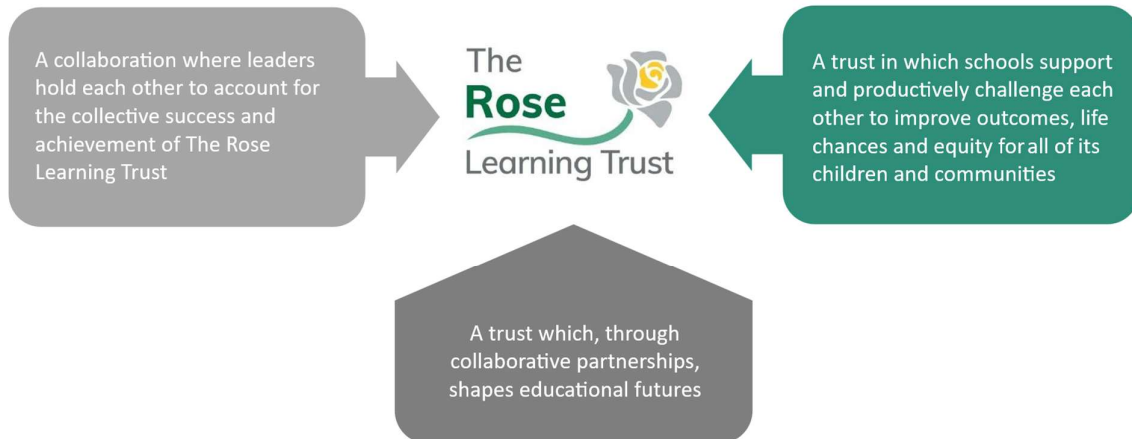
Our aim is not only to grow our trust successfully, but also sustainably. We believe that through quality, not quantity, we can facilitate opportunities that can be invested back into the people who will secure our future: our pupils and staff. Our aim at The Rose Learning Trust is to provide all pupils with the best possible start in life within communities of promise.

Jeremy Harris
Chief Executive Officer



Vision

Transforming Futures Collaboratively



Overview of the trust

The strategic plan combines our vision and values with our strategic objectives and developing excellence priorities. Each school will use the developing excellence priorities as the base for their school developing excellence plans. This ensures that, although each school has their own priorities and development areas, they are within a clear unified structure that aligns with the trust strategic plan. Please see the [website](#) for more information.



Our vision: Transforming Futures Collaboratively

We will achieve our vision by:

- Every child having the best start to their education
- Every child having the best tools and support to learn and grow in a safe, secure environment
- Every child having access to excellent teaching and an excellent curriculum
- Every child being encouraged and inspired to believe in themselves
- Every child learning how to make and sustain great relationships
- Creating an enjoyment of learning through collaboration with all partners
- Creating equitable lifelong learning opportunities and academic success for all children

THE ROSE LEARNING TRUST STRATEGIC PLAN 2023-2026

Vision	TRANSFORMING FUTURES COLLABORATIVELY				
Values Statement	The Rose Learning Trust aims to create and foster a culture of high aspiration, enjoyment for learning, academic success and lifelong skills for all our pupils, within communities of promise.				
Strategic Objectives	Developing Pupils	Developing People	Developing Governance	Developing Growth, Business Facilities and Resources	Developing Communities and Partnerships
Developing Excellence Priorities	Excellent teaching for every child	Excellent curriculum for every child	Excellent standards of behaviour, attitudes, attendance and safeguarding	Excellent targeted support for every child that needs it	





Midday Supervisory Assistant

Post	Midday Supervisory Assistant
Contract type	Permanent, Part Time, Term Time
Grade	SCP3 £3,657 pa (Actual)
Hours	6.25 hours per week
Reporting to	School Business Manager
Location	Richmond Hill Primary Academy, Sprotbrough, Doncaster, DN5 7SB
Commencement date	To be negotiated
Closing date	Sunday 31 st May 2026, midnight
Shortlisting date	TBC
Interviews	TBC

The Rose Learning Trust is a successful medium sized trust based in Doncaster and North Lincolnshire. We have grown from two schools to nine over the last seven years with a central trust office based in Balby. We are a trust that lives our vision of **transforming futures collaboratively** in all our work to ensure we develop and grow sustainably and embed best practice for the benefit of our pupils.

As a member of staff, you also benefit from greater opportunities for professional development and promotion as we encourage movement between our academies to give you broader work experience. The Midday Supervisory Assistant should always comply with the trust's code of conduct, safeguarding policies and practices and have:

- Personal integrity and a commitment to the Nolan Principles of Public Service
- A commitment to diversity, equal opportunities and anti-discriminatory practices
- A commitment to ensuring children learn in a safe environment
- A commitment to professional development and training
- An affinity with The Rose Learning Trust culture and purpose





The successful candidate will:

- Be a positive role model and have a desire for children to thrive and flourish
- Share like-minded values with the school and its ethos
- Be able to work well as part of a team and individually
- Have a calm and nurturing manner
- Communicate well and converse with all children within the primary age range

We can offer in return:

- A dedicated and supportive team that demonstrates cohesion and a sense of belonging
- A school that values its community
- An inclusive, welcoming environment
- Supportive hard-working staff with shared expectations
- Enrolment into a staff wellbeing package, offering confidential wellbeing services

Visits to the school are warmly welcomed and encouraged. They can be made by appointment with the School Business Manager, Mrs Sally Harmer Tel. 01302 782421.

To apply use the link below: <https://mynewterm.com/>

This post involves working with children and therefore if successful you will be required to apply for a Disclosure and Barring Service records check at an enhanced level. Further information about the Disclosure Scheme can be found at www.gov.uk/disclosure-barringservice-check.

In line with our safer recruitment policy two reference will be sought before we interview.

We are committed to the equality of opportunity in the services provided to customers and all aspects of employment. We warmly welcome applications from all sectors of the community. Our recruitment policies, procedures and practices enable all applicants to be considered on merit and ability to do the job. We will make reasonable adjustments, in line with the Equality Act, for disabled applicants if these are needed.





Midday Supervisory Assistant Job Description

As a member of staff in The Rose Learning Trust, you will benefit from greater opportunities for professional development, collaboration and career development.

Employment details

Job title:	Midday Supervisory Assistant
Reports to (job title):	School Business Manager
Grade and Salary	SCP 3, £3,657 (Actual)
Contract Type	Permanent, Part Time, Term-time

Job Purpose:

Main purpose of the post

- Supervise and assist children during lunchtime, both inside the school and on the playground, to ensure a safe and positive environment is maintained and all children behave respectfully and appropriately.

Duties and Responsibilities:

Main Duties and responsibilities

- Supervise children during the lunchtime break, ensuring their safety, welfare, general wellbeing and individual needs are being met.
- escort children to and from the dining area, as necessary
- ensure that children are in the dining hall at the correct time
- support the children in the dining hall and on the playground
- assist children with clearing away their used trays, cutlery and beakers when lunch is finished
- support children if they become unwell during the lunchtime period and seek appropriate assistance if required



- assist with all resources that used during the lunchtime period – this includes getting them out for children to access, and tidying them away at the end of break
- supervise children on the playground equipment, such as the trim trail, the climbing wall and the gym equipment
- liaise effectively and professionally with all children, staff and visitors
- attend training to support the role as directed
- supervise children in their classroom in the event of a wet playtime
- engage with children, promoting creative play and positive relationships with their friends
- ensure that children remain within a safe environment and that they play together safely
- model ready, respectful and safe behaviours to children, ensuring that they are adhering to expectations
- manage behaviour expectations effectively and ensure that concerns are fed back to the class teacher at the end of the lunchtime Period
- help children acquire social skills and help them develop their communication
- attend to minor accidents sustained during the lunchtime period and seek appropriate assistance if necessary
- ensure that the recording of first aid incidents is managed in a timely manner as per the school's recording system
- wipe tables in the hall and in the school's picnic area and keep the eating areas tidy and free from litter
- respect confidentiality at all times

These duties and responsibilities should not be regarded as exhaustive or exclusive as the post holder may be required to undertake other reasonably determined duties within the school, commensurate with the grading of the post, without changing the general character of the post. The Job Description and allocation of particular responsibilities will be reviewed on a yearly basis and may be amended by the Head Teacher at any time after consultation.

The post holder must always comply with the trust's staff code of conduct.

The post holder's duties must be carried out in compliance with the trust's:

- Safeguarding policies
- Equality policies
- Information Security policies
- Financial Regulations
- Health & Safety at Work Act
- and all other trust policies



The Rose Learning Trust takes its duty to safeguard the young people with which it works seriously and is committed to safeguarding and promoting the welfare of children. Applicants will undergo child protection screening appropriate to the post, including checks with past employers.

All Rose Learning Trust staff members are required to undertake an Enhanced Disclosure and Barring Service check (EDBS)

The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check.





Midday Supervisory Assistant Person Specification

	Essential Criteria	Desirable Criteria	Method of Assessment / Source of Information
Education and Qualifications			
GCSE English and Maths Grade C/Level 5 or above		X	Application Certificate
Valid First Aid Certificate		X	Application Reference Interview
Willingness & ability to obtain & enhance qualifications or training for development in this post	X		Application Reference Interview
Experience			
Caring for children/young people	X		Application Reference Interview
Working in an educational setting		X	Application Reference Interview
Knowledge, Skills and Abilities			
A good understanding of respectful and safe behaviours	X		Application Reference Interview
Ability to engage with children through play	X		Application Reference Interview
Positively contribute to the school's ethos and values	X		Application Reference Interview
	X		Application Reference Interview





Able to act quickly and deal effectively with any situation which may arise			
A commitment to inclusion, ensuring every child feels valued	X		Application Reference Interview
Personal Qualities			
Excellent communication skills	X		
A good attendance and punctuality record	X		
Willingness to work negotiated flexible hours as appropriate	X		
Safeguarding			
Understanding and commitment to safeguarding procedures within a school environment	X		Application Reference Interview
Understanding of Data Protection	X		Interview Reference

