



# Candidate Pack

## Midday Supervisory Assistant

**We have high aspirations and big dreams  
for every child in our care.**



# Welcome from the Headteacher



Thank you for your interest in joining Southfield School.

If you are looking for a rewarding role where you can make a real difference to the lives of young people, I hope this candidate pack gives you an insight into our school and the opportunities we can offer.

Southfield School is a specialist school for over 110 pupils with Autism Spectrum Disorder and associated needs. Every one of our pupils is unique, bringing their own strengths, personalities and challenges. The same can be said of our staff team. We value the different skills, experiences and perspectives that each person brings to our school community.

At Southfield, our vision is simple: to ensure that every child thrives during their time with us and leaves prepared socially, emotionally and academically for the next stage of their journey. Achieving this takes commitment, teamwork and strong relationships. We work closely with parents, carers and a range of professionals to provide the best possible outcomes for our pupils, and this collaborative approach is at the heart of everything we do.

Our staff play a vital role in helping our pupils develop confidence, independence and a love of learning. No matter what your role within the school, you will have the opportunity to make a positive and lasting impact on the lives of our pupils and their families.

We are looking for resilient, caring and committed individuals who share our values, work well as part of a team and are passionate about supporting young people to achieve their potential. Working in a specialist setting is not always easy, but it is incredibly rewarding. If you are seeking a role that will challenge, inspire and make a genuine difference, Southfield School could be the place for you.

Thank you for taking the time to learn more about our school. I look forward to receiving your

A handwritten signature in black ink, appearing to read 'Angela O'Rourke'.

Angela O'Rourke  
Headteacher

# About the School

Southfield School is a specialist primary school for over 110 pupils with Learning Difficulties, including Autism, Speech, Language and Communication Needs, Global Developmental Delay and associated conditions.

Admissions are via the Local Authority, and the present criteria is that children are accessing learning approximately 50% below their chronological age. We follow the EYFS and Key Stage 1 National Curriculum and adapt these to meet the individual interests and needs of our pupils. We do this through a 3 Phase curriculum that is presently being developed. Priority is given to communication, self-regulation, independence and functional Literacy and Maths. We use a wide range of approaches and strategies to support learning, including multi-sensory communication, social stories, TEACCH and Hertfordshire Steps. We also work with a range of professionals, from advisers in the Local Authority to Therapists and social care colleagues. Access to sporting and creative arts organisations provides a range of enhanced learning opportunities, both in school and the local area.

Southfield is going through a period of rapid and exciting change that you could be part of. It is a journey of challenge, in the pursuit of excellence, but one that provides huge rewards both personally, in your professional development and when you see the difference you make to the lives of our young people and their families.

## Southfield School at a Glance

- Specialist primary school
- Over 110 pupils
- Autism and associated needs
- Located in Hatfield, Hertfordshire
- Highly skilled multidisciplinary team



# What We Can Offer You

Working at Southfield School is more than just a job – it is an opportunity to make a lasting difference to the lives of children and families.

We recognise that our employees are the key to helping us achieve our ambitions and deserve to be valued and supported.

Our rewards and benefits include:

- 24-hour employee assistance programme (EAP) for advice, information and support
- Local Authority Cycle to Work Scheme.
- High quality training offered through face to face, virtual and through various providers free of charge.
- Free car parking on site.
- Contribution towards staff uniform.
- Free refreshments and staffroom area.
- Tax relief may be available on staff uniform.
- Staff recognition scheme.
- Termly staff raffles.
- Highly supportive team environment.
- Support with career progression.
- Local Authority pension scheme.



# About the Role

Due to expansion, we are looking to recruit a Midday Supervisory Assistant. This role involves working 1.5 hours per day supporting pupils during lunchtime and playtime, helping to create a safe, positive and enjoyable experience for all.

Children are at the heart of this role, so we are looking for someone who is comfortable supporting children with physical activities and tasks. The ideal candidate will have an enthusiasm for play and be willing to use their initiative to help make lunchtime fun, enjoyable, and safe for our children.

A Midday Supervisory Assistant plays a key role in supporting our pupils with Special Educational Needs and Disabilities (SEND) outside the classroom. You will work alongside teaching and catering staff to ensure that pupils enjoy a safe, happy, and positive lunchtime and playtime experience.

The role involves working as part of an established and skilled team to support pupils with complex Learning Difficulties. Responsibilities include supervising children during outdoor play and in the dining room, while promoting social interaction, independence, and self-help skills. Some pupils will also require support with personal care.

Experience of working with children with SEN would be an advantage, as would a first aid qualification; however, neither is essential, as full training will be provided. You will be required to attend training sessions and development days, where necessary, to ensure pupils receive the highest quality care and support.

The school is committed to safeguarding and promoting the welfare of children and young people.

Hours:	7.5 hours per week, term time only
Salary:	£3,800 per annum (actual salary for 7.5 hours per week)
Contract Type:	Permanent role
Start Date:	As soon as possible
Closing Date:	

Please note: If we receive a high volume of applications, we may close this advert early. Southfield School reserves the right to interview and appoint suitable candidates upon receipt of applications and before the closing date. We therefore encourage you to submit your application as soon as possible.

# Job Description

## Lunchtime

- Support the development of eating skills.
- Support the development of good table manners.
- Support the development of social and communication skills.
- Support the development of independence skills.

## Playtime

- Support the development of play skills.
- Support the development of social skills.
- Support the development of independence skills.

## Personal Care

- Support pupils in all aspects of personal care, promoting independence wherever possible and ensuring that pupils' dignity and self-esteem are always respected.

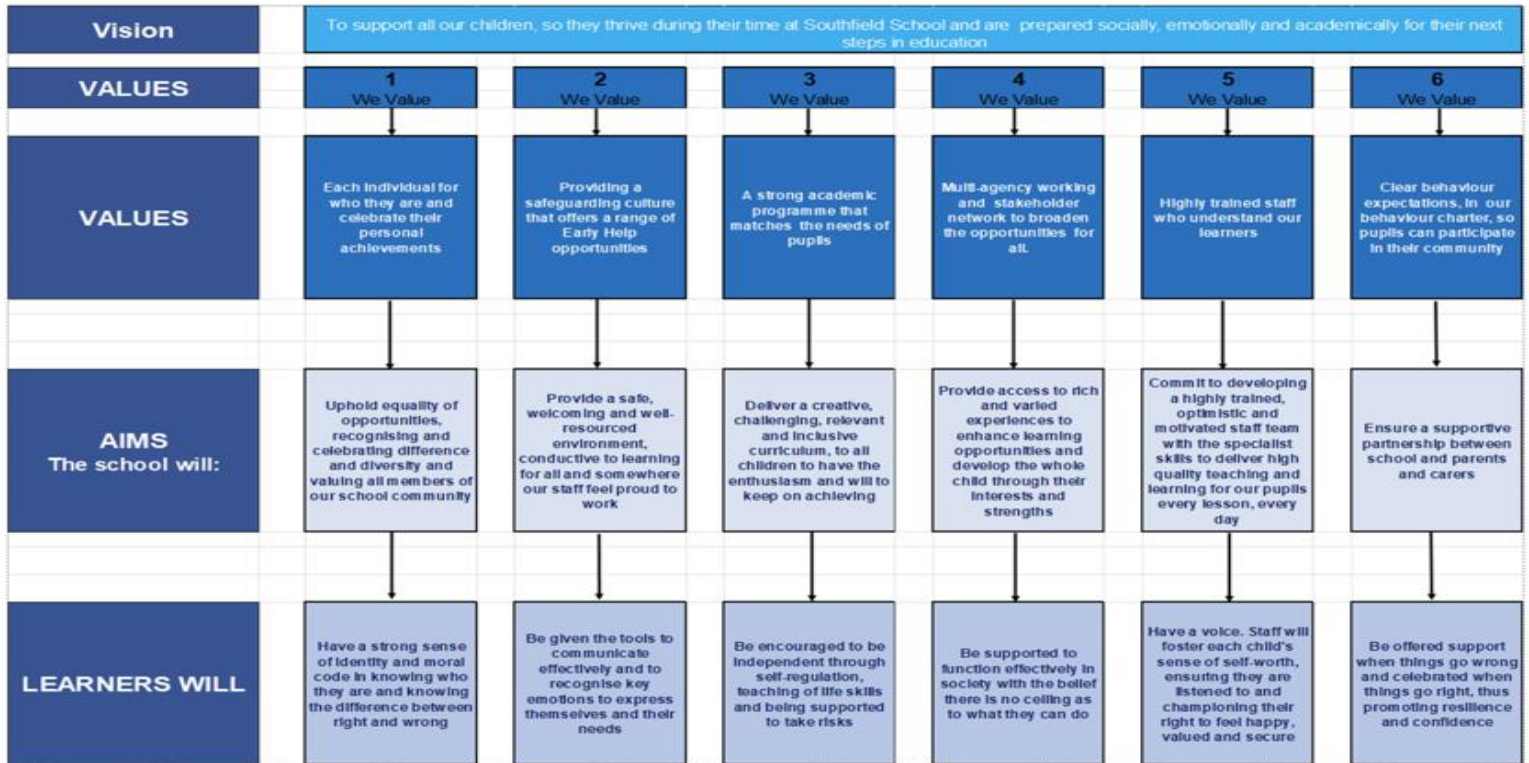
## Dining Room

- Assist, where necessary, with all aspects of setting up the dining area.
- Ensure the dining room is left clean and tidy at the end of lunchtime.

# Person Specification

Criteria	Essential	Desirable
Experience		Experience of working with children and young people. Experience of working with pupils with Special Educational Needs and Disabilities (SEND)
Knowledge	Knowledge of basic hygiene procedures.	Understanding of the needs of pupils with SEND.
Communication Skills	Ability to communicate effectively with children, colleagues and parents/carers.	Experience of supporting the development of pupils' social and communication skills.
Personal Qualities	Commitment to supporting pupils' independence, wellbeing and personal development.  Ability to build positive relationships with pupils.  Patience, empathy and a caring approach.  A good sense of humour.	
Team Working	Excellent team working skills.	
Initiative	Ability to use initiative and work independently when required.	
Values and Attitudes	A belief that all pupils deserve the highest quality care and support.	
Other Requirements	Willingness to support pupils with personal care needs whilst maintaining dignity and promoting independence.	Relevant training in areas such as personal care, safeguarding, first aid or behaviour support.

# Vision and Values



# Post Application Information

## **Equal Opportunities Monitoring Form**

At Southfield School, we want our workforce to reflect the diversity of the community we serve. It is our policy to ensure that job applicants and employees are treated justly, and are recruited, selected, trained, and promoted on the basis of the job requirements, skills and abilities. We will ensure that people are not disadvantaged by conditions or requirements, which cannot be shown to be justified as being necessary for the effective performance of the job. You are under no obligation to complete this form, however if you do you are agreeing, under the Data Protection Act 2018 that Southfield School may hold and use personal information about you for monitoring purposes.

## **Safeguarding**

Southfield School has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults to ensure that they are protected from harm. All conditional offers of employment are subject to the following pre-employment clearances:

## **Satisfactory Medical Clearance**

All successful candidates complete a medical questionnaire and may be required to pass a medical examination by the Southfield School.

## **Satisfactory References**

It is the school's practice to obtain references covering your two most recent employment positions. Referees must not be a member of your family, or spouse/partner and the reference must be provided on letter headed paper or come from a work email address. If you are a recent school or further education leaver, one of your references must be from your school or college. Occasionally more than two references may be required, if this is the case, we will inform you before we contact former employers.

In line with our safer recruitment policy, we will take up references ahead of interview. Once we have received your references, we will call your referees to verify that the reference is from them as part of the keeping children safe in education requirement. No employment will be offered until two satisfactory references are received.

## **Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act 1974 makes it unlawful for prospective employers to consider offences in relation to which the person concerned is deemed to be rehabilitated. This means that after a certain period (dependent on the seriousness of the offence and length and severity of the punishment), the person concerned is to be assessed as if the conviction has been 'spent' (i.e. treated as if it had never occurred). Rehabilitation periods vary according to the type and length of conviction originally incurred. All posts within the school are covered by the Rehabilitation of Offenders Act (Exemptions) Order 1975 and DBS clearance is required and therefore detail must be given about all convictions, whether spent or not.

## **Disclosure and Barring Service (DBS) (Previously CRB) Clearance**

As all posts require a DBS check, the successful candidate will be required to complete the appropriate DBS documentation. The successful candidate will be unable to take up the appointment until the clearance is received from the DBS. The timescale for these checks is outside the Southfield School's control.

## **Prohibition from Teaching**

All teaching appointments are subject to a check with the Department for Education to ensure that you are not subject to a prohibition order or an interim prohibition order.

## **Evidence of Qualifications**

We will need evidence of the qualifications (original certificates) you specify in your application form. Originals must be brought to the interview for candidates who have been shortlisted. Copies will not be accepted.

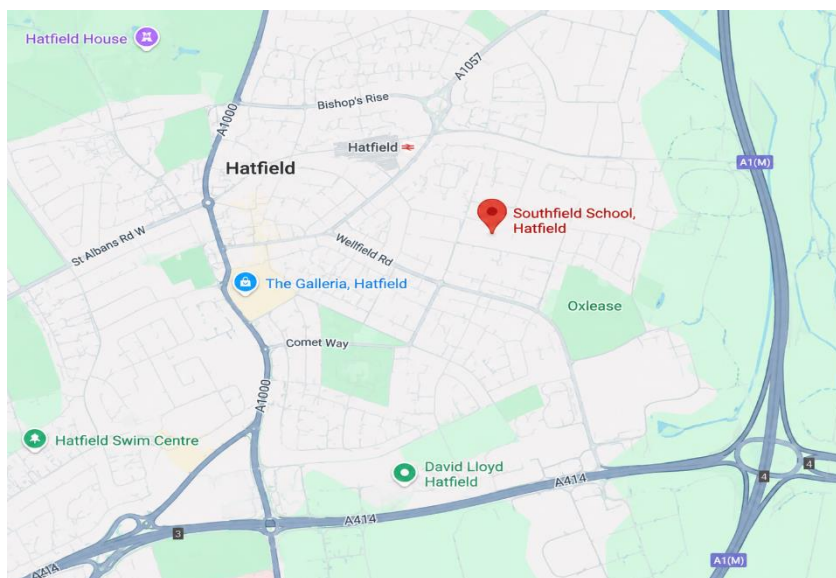
## **Eligibility to work in the UK**

To comply with the Asylum and Immigration Act 1996 (As AMENDED) (Immigration, Asylum and Nationality Act 2006), all employers in the United Kingdom are required to make basic documentation checks on every person they intend to employ. We ask all shortlisted applicants to provide proof that they can be legally employed. We must see satisfactory proof in the form of original documentation before we can confirm any offer of employment. If we do not see satisfactory proof, an offer of employment can be withdrawn.


The complete list of documents that may be accepted as proof of your identity, along with information on the number and types required can be found below. There are three routes as outlined, however where possible, we encourage shortlisted applicants to produce documents which adhere to Route 1 of the ID Checking process to avoid delays in the ID checking process.

# Contact Page

Southfield School is located in Hatfield, Hertfordshire, close to Hatfield town centre, Hatfield railway station, The Galleria shopping centre and major road links including the A1(M) and A414.



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 <http://www.southfield.herts.sch.uk>



Scan to visit our website and learn more about Southfield School.