

# Whinstone Primary School



*Helping each other to be the best we can be.*

## Lunchtime Supervisory Assistant Application Pack



# WHINSTONE PRIMARY SCHOOL

*Helping each other to be the best we can be.*

admin@whinstone.org.uk

whinstone.org.uk

01642 750318



Head Teacher:

Mrs L. Batty BEd. (Hons)

## CONTENTS

Welcome letter from the headteacher.....	3
Vacancy .....	4
Job Description.....	5
Person Specification.....	6
How to Apply.....	8
Employee Benefits.....	9



Academy Learning Trust

Vision Academy Learning Trust is a company limited by guarantee registered in England. Company Number: 10249712

Registered Office: Egglecliffe School, Urlay Nook Road, Egglecliffe, Stockton-on-Tees, Cleveland, TS16 0LA

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Lowfields Avenue, Ingleby Barwick, Stockton on Tees, TS17 0RJ

01642 750318



Whinstone Primary School operates a robust safeguarding policy in order to provide a safe and secure environment for all our staff, pupils and visitors



## WELCOME LETTER FROM THE HEADTEACHER

Dear Applicant

I would like to take this opportunity to thank you for your interest in the post of Lunchtime Supervisory Assistant at Whinstone Primary School.

Whinstone Primary School is situated in Ingleby Barwick in the south of Stockton-on-Tees. Our intake is wide ranging by nature, and we are proud of our very inclusive philosophy.

We are determined to have the very best practice in teaching and learning and to create inspirational learning experiences for all of our children. To be an effective part of this journey it will be essential that the successful candidate believes passionately that every child can make excellent academic, social and personal progress.

At Whinstone we aim to create a warm, safe and happy environment where all children feel valued and inspired. We are a friendly school; our children are happy, well behaved, enthusiastic and enjoy learning. Staff are well supported and offer support to each other as we help each other to be the best we can be.

This pack should provide sufficient information to make a full application for this post. Prospective candidates are welcome to visit us to see for themselves the high standards that we expect from children and staff.

Yours sincerely,

Lorraine Batty, Headteacher





## Lunchtime Supervisory Assistant

Term time only

**Salary: Grade C SCP 3 (£2,586 – actual salary)**

**5 Hours per week (1 hour per day)**

**Permanent**

Whinstone Primary School is a highly successful primary school based in Ingleby Barwick, Stockton on Tees.

We have:

- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents

We strive to ensure that our school environment is attractive, welcoming, safe, secure and conducive to learning. The school environment is of real importance and its maintenance and development is the concern of all involved in the school with both children and staff encouraged to take a pride in their surroundings.

We are currently seeking to appoint two Supervisory Assistants who will be responsible for the supervision and support of individual and groups of pupils during lunchtime, both in the dining hall and in the school playground.

For an informal discussion about this post, please contact the school Office Manager, Lynsey Rees-Grant on 01642 750318.

Whinstone Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance.

For further information about the role and to download an application form, please visit [www.whinstone.org.uk](http://www.whinstone.org.uk) and email your completed application to [lynsey.reesgrant@whinstone.org.uk](mailto:lynsey.reesgrant@whinstone.org.uk) or post/hand deliver your application to Lynsey Rees-Grant Office Manager, Whinstone Primary School, Lowfields Avenue, Ingleby Barwick, Stockton on Tees TS17 0RJ

**Closing Date: Monday 23rd September 2024 at 09:00am**

**Interviews: w/c Monday 30<sup>th</sup> September 2024**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. 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.



## JOB DESCRIPTION

<b>POST TITLE:</b>	Supervisory Assistant
<b>GRADE:</b>	C (SCP 3)
<b>REPORTS TO:</b>	Assistant Headteacher
<b>MAIN PURPOSE:</b>	To work under the direction of the Assistant Headteacher to supervise and support pupils during the lunchtime period and ensure that problems are resolved or referred to an appropriate level.

### TASKS:

- Encourage positive play on the playgrounds
- Devise and initiate constructive play opportunities for children when required
- Ensure that pupils wash their hands before they eat
- Escort pupils to and from the dinner area, as necessary
- Ensure that pupils having a school lunch are in the dining hall at the correct time
- Help younger pupils at the serving counter with the proper use of cutlery, and help them cut up their food when necessary
- Assist pupils with the return of used plates, trays, cutlery and beakers etc
- Set up and put away dining tables
- Assist with the cleaning of tables and hall when lunch is finished
- Supervise pupils eating food brought from home, and ensure that all packed-lunch equipment is cleared away after use
- Report to the Head Teacher/Senior Supervisor any child whose diet may give rise for concern
- Take charge of groups of children in the playground or the classroom, depending on the weather
- Ensure that children remain within a safe environment, and that they play safely
- Set suitable behaviour standards in line with school policy
- Help children acquire social skills
- Attend to minor accidents sustained during the lunch break, and seek appropriate assistance if necessary
- Model and promote British values such as having mutual respect and tolerance for those around you
- Report minor injuries following the school accident reporting policy
- Attend to any pupil who becomes ill during the lunch break, and again seek appropriate assistance
- Report to the Head Teacher/Senior Supervisor any acts that constitute serious infringements of school rules
- Work under the direction of the teaching staff
- Liaise effectively and professionally with staff; teachers and parents, as required
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



## PERSON SPECIFICATION

Sets out the criteria to be used for the shortlisting process.

	Essential	Desirable
<b>QUALIFICATIONS/ TRAINING:</b>	<ul style="list-style-type: none"> <li>Basic skills</li> <li>Willingness to participate in training and development opportunities</li> </ul>	<ul style="list-style-type: none"> <li>First Aid training</li> <li>Child Protection training</li> </ul>
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>Experience of dealing with children of a similar age</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school environment</li> <li>Experience of working with children in a similar age group</li> </ul>
<b>SKILLS/ KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>Ability to relate well to children and adults</li> <li>Good communication skills</li> <li>Ability to work effectively as part of a team</li> <li>Be able to maintain confidentiality</li> <li>Good listening skills</li> <li>The ability to organise lunchtime activities for children, in conjunction with other staff in school</li> <li>The ability to be proactive and ensure that childrens lunchtimes are safe and happy</li> <li>Able to use own initiative</li> <li>The ability to manage behaviour of children in a positive and supportive manner</li> <li>An understanding of hygiene and good health</li> </ul>	<ul style="list-style-type: none"> <li>Relevant knowledge of First Aid</li> <li>Knowledge of Child Protection</li> <li>Knowledge of Health &amp; Safety</li> <li>Equal Opportunities and recognising the nature of the diverse school community</li> </ul>
<b>PERSONAL ATTRIBUTES:</b>	<ul style="list-style-type: none"> <li>Friendly, approachable and professional manner</li> <li>Calm approach</li> <li>A commitment to working as part of the whole school team and supporting the vision and aims of the school</li> <li>Good command of the English Language</li> </ul>	



## HOW TO APPLY

Applications should clearly outline why you want to work at Whinstone Primary School and what other attributes you have to offer to our wider school ethos.

Application forms and further details are available on the school's website – [www.whinstone.org.uk](http://www.whinstone.org.uk) or visit Work for us ([valt.org.uk](http://valt.org.uk)).

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

Please email your completed application form and email to [lynsey.reesgrant@whinstone.org.uk](mailto:lynsey.reesgrant@whinstone.org.uk)

### Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

### Person Specification

Sets out the criteria to be used for the shortlisting process

## Visits to the Trust and Schools

Candidates who wish to visit the school prior to completing their application should contact our Office Manager, Lynsey Rees-Grant, on 01642 750318 to arrange a convenient time.

**Closing Date: Monday 23rd September 2024 at 09:00am**

**Interviews: w/c Monday 30th September 2024**

### Special Notes or Conditions

#### **Application Form and Letter**

The appropriate application form should be fully completed and legible and ideally typed.

#### **Confidential References and Reports**

Two referees should be nominated, including one from your current or most recent employer (one must be authorised by the Headteacher if you are in a current Education setting).

The applicant will be required to safeguard and promote the welfare of children and young people

Note: Candidates failing to meet any of the essential criteria will automatically be excluded from the shortlisting process



## EMPLOYEE BENEFITS

### Wellbeing

Provided by Westfield Health & Wellbeing – the programme provides counselling support to all staff in the following areas:



- Free and confidential support
- Emotional, financial and legal guidance
- Up to 6 sessions of structured counselling, if recommended
- Advice on Family issues
- Medical Information
- Housing Concerns
- Stress & Anxiety
- Tax Information
- Bereavement

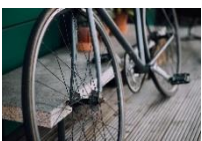
### Pensions



All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

### Cycle to work



We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through [www.greencommuteinitiative.uk](http://www.greencommuteinitiative.uk) which enables staff to access a new bike and bike equipment.

### Work Life Balance



We provide a generous Annual Leave entitlement for Support Staff of 26 days leave, rising to 31 days leave following 5 years service, in addition to statutory bank holidays.

As we are supportive of flexible working we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work life balance.

### Professional Development



As we believe in supporting and developing our staff we offer extensive career development opportunities and actively seek to develop and promote staff where possible.





## CORPORATE BENEFITS



We currently offer a range of benefits to staff including the following:

- Corporate membership to;
  - Escape zone at Sporting Lodge – £30 a month (instead of £35)  
£150 – 6 months  
£300 – 12 months
  - Bannatynes – discounted price available on request at individual gyms
- Childcare vouchers (as Child Care voucher schemes were closed to new entrants by the Government in 2018, this is for existing members only)
- <https://www.discountsforteachers.co.uk/>
  - Free to join and offers a range of discounts on everything from groceries to shopping, to days out for yourself or families
- <https://www.teacherperks.co.uk/perks>
  - Free to join – discounts on shopping, groceries, days out
  - Also includes some free lesson plans

## POLICIES AND PROCEDURES



Vision Academy Learning Trust is an ethical employer, supported by the following robust employment policies and procedures:

- Recruitment and retention
- Flexible Working Policy
- Sickness absence policy
- Special leave policy
- Shared parental leave policy
- Health and safety policy
- Ongoing individual risk assessments where required
- Working time directive – monitoring of hours worked by individuals