



RECRUITMENT INFORMATION PACK LUNCHTIME SUPERVISOR

**Welwyn Road
Ingleby Barwick
Thornaby
Stockton-on-Tees
TS17 0FA**

RECRUITMENT INFORMATION PACK

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November 2017

Post: **Lunchtime Supervisor**

Dear Applicant

Thank you for your interest in this exciting opportunity to join our thriving new Free School. We are looking to appoint a flexible, innovative, enthusiastic and hard-working colleague to join us at this important time in the school's development. This is a fantastic opportunity for the right colleague to help in continuing to shape the ethos and aspiration of our already highly regarded school. In particular, you will be joining us as we begin with our founding cohort on the formal journey to GCSE success.

Ingleby Manor Free School & Sixth Form opened its doors in temporary accommodation in September 2014 with an initial founding cohort of 73 students against an admission number of 120. The school now has 470 students on roll. For 2017/18's application round we have received over 500 applications for our 120 places with nearly half of these being first preferences.

If you feel the challenge and opportunity outlined above is one that excites and motivates you then I would be delighted to receive an application from you.

Yours

Zoe Matthewman
Acting Principal

Introduction

Delta Academies Trust is a not for profit charitable organisation that is committed to changing outcomes for children in the academies it sponsors and the wider education system. We are a teaching school, training teachers, school leaders and other professionals who work with children.

Delta Academies Trust firmly believes that an outstanding education should be the right of every child and should not be determined by a post code lottery. The Trust will strive to ensure that all pupils and students in our academies attend an outstanding school.

We are determined that local children can attend a local school and we will place those children who need extra help first in our admissions policy.

In our family of academies we currently have a range of educational provision that includes: Secondary, Primary, Infant, Junior, Alternative Provision and Pupil Referral Units.

Delta places at the heart of its school improvement a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for the children and young people we serve.

You can find out more details about Delta and our academies at www.deltatrust.org.uk

Delta Academies Trust - Our Vision and Values

Our vision is based on the values and the principles of Delta Academies Trust. Our academies will:

- Change children's and young people's lives for the better, providing them with the skills, knowledge and understanding to be successful throughout life and contribute positively to their communities.
- Place learners at the heart of everything we do and ensure that we promote social responsibility, honesty, integrity and caring for others.
- Deliver outstanding academic outcomes for all pupils and students and engender in them the confidence and aspiration to be successful.
- Create a generation of young people who care about their environment and recognise that they can shape the future through their own actions.
- Recognise and appreciate the different beliefs others hold but will promote British Values and encourage active citizenship, promoting social cohesion.
- Promote scientific enquiry and the development of analytical thinking skills that enable pupils and students to question the world around them and evaluate received wisdom.
- Celebrate human creativity and the enrichment Arts bring to our lives and community.

Why work for Delta Academies Trust?

- You will be joining a team that is committed to changing lives through transforming educational outcomes. A Trust **highly committed** to ensuring that you benefit from high quality development and training.
- You will work alongside professionals in a fast-paced and **dynamic environment**.
- You will develop your skills alongside **like-minded colleagues**.
- Each of the Delta academies is committed to a climate of **mutual support** and **partnership** and to working closely with each other.
- **Career Development** - Delta Academies Trust offers personal development through a range of flexible opportunities. All new staff members receive a comprehensive induction. The Trust offers a central CPD programme involving a range of training, which can include Ofsted training, safer recruitment, paediatric first aid and Evolve training. We also have a clear strand of Teaching and Learning CPD and an innovative and exciting Leadership and Development programme.
- **Pension** - Every employee of Delta Academies Trust has access to a pension scheme.
- There is a **Cycle to work scheme**
- **Work-life balance** - We aim to be a 'best practice' employer. We understand that our employment policies need to be flexible and responsive in order to promote diversity and equality, and to attract and retain the highest quality staff.
- **Child care vouchers by Sodexo** - Child care vouchers work through a salary sacrifice and they are taken from your salary each month before your usual Tax and NI contributions.
- **Tech Salary Sacrifice Scheme** - this gives employees the opportunity of having the latest technology and the cost directly deducted from their gross monthly salary, saving on Tax and National Insurance Contributions.

The Application Process

Further details about the work of Delta Academies Trust including academies it currently sponsors can be found at www.deltatrust.org.uk

Completed applications should be returned to jobswest@deltatrust.org.uk or by post to Delta Academies Trust, Recruitment Team, Education House, Spawd Bone Lane, Knottingley, WF11 0EP

All applications that have been submitted electronically will receive an email from the recruitment team confirming receipt.

A letter will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within 2 weeks of the closing date please assume your application has been unsuccessful.

Queries

If you have any queries on any aspect of the application process or need additional information please contact the Recruitment Team on 0345 196 0095.

We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on our recruitment website at: <http://recruitment.deltatrust.org.uk>



LUNCHTIME SUPERVISOR

Temporary

Grade B, point 10-11, £15,613 to £15,807 pro rata

Part-time, 8.75 hours per week, term time only (36 weeks)

Required ASAP – Temporary until 31st August 2018

Ingleby Manor Free School and Sixth Form (a 750 place 11-18 Free School in Ingleby Barwick in its fourth year of operation) is seeking to appoint a temporary lunchtime supervisor.

Catering for Year 7, 8, 9 & 10 students, and growing year group by year group, with the addition of sixth form students in 2019, Ingleby Manor offers a fantastic opportunity for the successful candidate to help shape the ethos, direction and success of our new school.

We are looking to appoint a Lunchtime Supervisor to start as soon as possible. The successful candidates will be expected to supervise the pupils in the dining room, playground and throughout the academy premises during the lunchtime period and assist the kitchen staff with clearing and cleaning the dining room tables in preparation of change in lunchtime rotation actively.

Closing Date: Wednesday 29th November 12 Noon

An application pack can be downloaded from

<http://recruitment.deltatrust.org.uk/>

or by contacting our recruitment team on

0345 196 0095

or email

jobswest@deltatrust.org.uk

The Trust is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced Disclosure and Barring Service Check.

JOB DESCRIPTION

Post: Lunchtime Supervisor
Salary: Grade B (pt.10-11)
Responsible to: Senior Midday Supervisor/Principal

Purpose of the job:

To actively supervise the pupils in the dining room, playground and throughout the academy premises during the lunchtime period.

Duties:

- To support the welfare, health and safety of pupils at designated times.
- To promote and foster good relationships between pupils.
- To challenge inappropriate behaviour and to provide pupils with boundaries of acceptable behaviour.
- To identify any causes of concern displayed by pupils and to report these to the Senior Lunchtime Supervisor or Teacher where appropriate.
- To arrange for first aid to be administered.
- To oversee the cleanliness of dining areas e.g. clean up spillages and ensuring eating areas are hygienic.

To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

The post holder's duties must be carried out in compliance with the academy's policies and procedures including Child Protection Procedures and Equal Opportunities Policy, Information Security Policies, Financial Regulations and Standing Orders, the Health and Safety at Work Act (1974) and subsequent health and safety legislation.

This job description may be subject to change, following consultation between the post holder and the Academy.

PERSON SPECIFICATION Lunchtime Supervisor

KNOWLEDGE/QUALIFICATIONS	Ess	Des	MOA
Appropriate knowledge of first aid		*	C
Willing to adapt to new situations and respond appropriately at short notice	*		A/I
Understand the importance of confidentiality	*		A/I
EXPERIENCE			
Lunchtime duty work		*	A/I
Working with children	*		A/I
SKILLS			
Basic literacy/record keeping skills	*		A/I
Ability to relate well to children and adults	*		A/I
Ability to lead children	*		A/I
Ability to work constructively as part of a team	*		A/I/R
BEHAVIOUR AND OTHER RELATED CHARACTERISTICS			
Commitment to self and team development	*		A/I
A good sense of humour	*		A/I
Able to maintain a safe, calm and happy ethos	*		A/I
A commitment to abide by and promote the Academy's Equal Opportunities, Health and Safety and Child Protection Policies	*		A/I
A professional responsibility to promote and safeguard the welfare of children and young people	*		A/I
The post holder will require an enhanced DBS	*		C

Key: MOA= Method of Assessment, Ess= Essential, Des= Desirable, A= Application, I= Interview, and assessment, R = Reference, C= Certificate