



## VACANCY

### Supervisory Assistant

#### Term time only

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

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

#### Permanent

At Junction Farm Primary School we respect and value all staff and children as individuals. We are committed to making learning exciting and enjoyable, with the right support and challenge to achieve. We work in partnership with all adults and Trust members, to fulfil our belief that every child should be able to participate in all school activities in an enjoyable, safe environment, protected from harm.

We encourage our children to have a passion for learning by creating an engaging, fun and relevant curriculum. We aim to nurture well rounded, respectful and confident children, who will develop skills for life-long learning. During the curriculum journey, we encourage children to be creative, unique and open-minded.

At Junction Farm Primary School we take our role to prepare our children for life in modern Britain very seriously and ensure that the fundamental British Values are introduced, discussed and lived, through the ethos and work of our school. We want the children in our care to be independent, respectful of themselves and others in our school, our local community and the wider world. We aim to support and prepare every child to make a positive contribution to our rapidly changing society.

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 seek to appoint a Supervisory Assistant responsible for the the supervision and support of individual and groups of pupils during lunchtime, both in the dining hall and in the school playground.

Application forms and further details are available on the school's website [Junction Farm Primary School](#) please return completed application forms to [Vacancies@vision1590.org.uk](mailto:Vacancies@vision1590.org.uk)

**Closing date: Monday 7 October 2024 at 09:00am**

**Interview date: TBC**

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).





## 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

### To Apply

Application forms and further details are available on the school's website –

[Junction Farm Primary School](https://www.junctionfarm.org.uk) please return completed application forms to the HR team at [Vacancies@vision1590.org.uk](mailto:Vacancies@vision1590.org.uk)

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

### Visits to the Trust and Schools

Candidates who wish to visit the school prior to completing their application should contact the School Office Manager 01642 781586 to arrange a convenient time.

The 1590 Trust are in the process of consulting on the proposal to merge with Vision Academy Learning Trust (VALT) to form Vision 1590 Academy Trust with a proposed merger date of 01 September 2024.

### Job Description

Details the main responsibilities for this post and the personal and professional qualities required. These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Academy Trust may determine.

### Person Specification

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

### Confidential References

Two referees should be nominated, including one from your current/most recent employer. Those from an education setting must provide the Headteacher as one of their referees.

Closing date: Monday 7 October 2024 at 09:00am

Interview date: TBC