Severn Bridges
Multi-Academy Trust

Harlescott Junior School

Lunchtime Supervisor Recruitment Pack



Severn Bridges Multi-Academy Trust

Harlescott Junior School Lunchtime Supervisor Recruitment Pack



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Harlescott Junior School Lunchtime Supervisor Recruitment Pack

Headteacher's Welcome

"Grow Together, Achieve Together!"

Our School: Harlescott Junior School

Harlescott Junior School is a thriving, happy and caring school, with a strong commitment to working in close partnership with parents and the wider community. We are positioned on the north side of Shrewsbury not far from Haughmond Hill. The school originally opened in 1931 and is a larger than average sized junior school for Shropshire. Most of our pupils live within the surrounding area and some from the wider Shrewsbury area. The school leadership team consists of the Headteacher and a Deputy Head, along with a SENDCo and two Key Stage Managers. The school has a very supportive Local Governing Body, who are very much involved in the school throughout the year. We had a very successful Ofsted inspection in May 2023, maintaining our 'Good' rating overall and gaining outstanding for behaviour and personal development.

At Harlescott Junior School we continually strive so our children will become inspirational role models. They will benefit from a bespoke curriculum delivered through engaging learning experiences in a safe, happy, nurturing environment. Our children will be educated to a high academic standard and they will leave our setting having grown into emotionally resilient individuals. When children leave us, they will have the solid foundation that will allow them to build a successful, exciting and fulfilling life.



Harlescott Junior School Lunchtime Supervisor Recruitment Pack

Our School Vision

"Grow Together, Achieve Together!"

Our dedicated team wish to offer the finest primary school experience.
With our endless pursuit for excellence in education, adaptability is our strength. Our children will not only be educated to a high academic standard but they will leave our setting having grown into emotionally resilient individuals.

Developing a love for learning will be our aim. They will benefit from a broad and balanced curriculum delivered through engaging learning experiences in a safe, happy, nurturing environment. An appreciation of the outdoors and a strong focus on physical and mental well-being will naturally develop alongside their learning journey.

Our children will leave this school with the knowledge and skill set to make positive choices that will drive their future forward. Their friendships will be rooted in mutual respect and tolerance because of our consistent teaching of our school values, promoting inclusivity and diversity. Our pupils will have the solid foundations that will allow them to build a successful, exciting and fulfilling life.



Harlescott Junior School Lunchtime Supervisor Recruitment Pack

Welcome to our MAT

Severn Bridges Multi-Academy Trust provides a secure and welcoming environment for our children and staff.
We value each child as a unique individual and seek to nurture and support them to become positive, well balanced people equipped for their next steps in life.

Our curriculum is balanced and inclusive, helping every child to achieve the highest academic standards possible, while developing their individual skills, talents and attributes.

The holistic approach of our bespoke curriculum supports this and encourages non-academic success and extra-curricular opportunities.

We are fully committed to quickly identifying children's barriers to learning and offering first rate support to children with additional needs. We value and celebrate diversity and offer equitable opportunities for all, ensuring children are happy and well motivated.

As a close knit family of schools we work in partnership towards our shared vision; learning from each other and sharing good practice, while celebrating each school's uniqueness and contribution to its own community.

Severn Bridges Multi-Academy Trust
Greenfields Primary School
Harlescott Junior School
Mount Pleasant Primary School & Nursery
Radbrook Primary School
Short Wood Primary School
Sundorne Infant School & Nursery

Harlescott Junior School Lunchtime Supervisor Recruitment Pack

About the Role

Harlescott Junior School are seeking to appoint a caring, reliable and enthusiastic Lunchtime Supervisor to join our friendly school team. The successful candidate will help ensure that pupils have a safe, happy and positive experience during the lunchtime period.

Key Responsibilities:

- Supervising pupils in the dining hall, playground and other school areas during lunch breaks
- Encouraging positive behaviour and good manners
- Supporting children in safe and inclusive play
- Assisting with minor first aid incidents where required
- Ensuring the safety and wellbeing of all pupils at all times
- Reporting any concerns or incidents to school staff

We can offer you a welcoming and supportive school community, opportunities for professional development and a strong commitment to inclusive education and continuous improvement



Severn Bridges Multi-Academy Trust

School: Harlescott Junior School

The Post: Lunchtime Supervisor

Contract Type: Permanent

Required from: ASAP

Closing Date: Wednesday 18th November

Interviews: Wednesday 25th November



Grade / Working Days Details

Grade 3, SCP 3 (£12.85)
Actual Salary - £4,341.62
7.5 hours a week, term time only
Monday-Friday - 11:45am - 1:15pm

Equal Opportunities

Severn Bridges Multi-Academy Trust is an Equal Opportunities Employer. Applications are welcome from suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, age, marital status, sex, sexual orientation or disability.

Safeguarding

The Severn Bridges Multi-Academy Trust is committed to safeguarding and promoting the welfare of children, and expect all staff and volunteers to share the same commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies. Should you be shortlisted, further information relating to criminal records, sanctions and disqualifications will be requested and discussed at interview.

How to apply

All applications should be made online through MYNEWTERM. Please refer to the vacancy page on the our website - https://www.haughmondfed.net/our-schools/vacancies and click onto the vacancy where you will be able to apply directly.

Visits

Visits to our school are strongly encouraged. Please email **recruitment@haughmondfed.net** if you would like to book a visit.

Harlescott Junior School

Lunchtime Supervisor
Job Description

Severn Bridges Trust is committed to creating a diverse workforce. We will consider applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership. The Trust is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check. All posts are subject to the Asylum and Immigration requirements.

Purpose of the post

Under the direction of senior staff; support and supervise the children at lunchtime in the dining hall, and care for and play with the children on the school grounds when the weather is fine, or in the classroom when it is wet.

Main Responsibilities

- Supervise and help the children to eat their lunches.
- Maintain calm discipline according to the rules of the schools.
- Interact with the children and organise games and activities during wet and dry lunchtimes.
- Assist in clearing the hall and cloakrooms, and the classrooms after a wet lunchtime.
- Deal with any incidents and/or accidents involving children, administer first aid (if trained) and where applicable and record in the appropriate books.
- Monitor the playground; watching for fights, possible bullying, isolated children and people arriving and leaving the site.
- Liaise with senior members of staff regarding issues arising and possible courses of action.

Other Responsibilities

- Be aware of and comply with safeguarding and data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures
- Be aware of, and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Be aware of and comply with all school policies and procedures

Other Duties

- Any other duties that the Headteacher, CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

Harlescott Junior School

Lunchtime Supervisor

Person Specification

Severn Bridges MAT
Person Specification – Lunchtime Supervisory Assistant

Criteria	Essential	Desirable
Qualifications	Good standard level of education	First Aid qualification
Work or relevant experience		Experience of working with children Experience of working in an educational setting or other relevant environment
Knowledge and understanding	Basic awareness of first aid (or willingness to undertake training)	
Skills and Abilities	Willingness to participate in training and development opportunities Sufficiently fluent in spoken English to ensure effective performance in the role	
Personal Qualities	Good communication skills Ability to relate well to children and adults Enjoy working with children Ability to work well as part of a team Flexibility and reliability Ability to maintain confidentiality	
Special Conditions	Undertake and receive a satisfactory enhanced Disclosure and Barring Service (DBS) check. Have the right to work in the UK.	