

**Mid Day Supervisor
Applicant Pack**



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INSPIRING SUCCESS

BEYOND EXPECTATION

Headteacher: Mr Daniel Lomas

February 2018

Dear Applicant

Thank you for your enquiry regarding the vacancy for Mid Day Supervisor. The following documents are enclosed:

- Applicant Pack
- Application Form
 - Please ensure that this is fully completed, paying particular attention to the employment history section. The information given must be in the specified format, i.e. dd/mm/yy.
 - When providing details of referees one must be your current or most recent employer. References will not be accepted from relatives or from people writing solely in the capacity of friends.
 - Your application should demonstrate how you meet the criteria shown in the Person Specification.

The position advertised is for 7.5 hours per week (Monday to Friday – 11.30 a.m. to 1.00 p.m.)

I hope that the information provided in this applicant pack will encourage you to apply for the position of Mid Day Supervisor.

We would encourage and welcome visits to the school. If you would like to visit our school please contact the school office on (01422) 202704 to arrange a visit. The following dates and times are available:

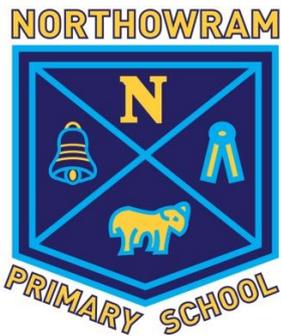
- **Monday 12 February - 10.00am**
- **Wednesday 14 February - 1.15pm**
- **Friday 16 February - 1.15pm**

Northowram School is fully committed to safeguarding and promoting the welfare of its children and expects all staff and volunteers to share this commitment. We will complete all relevant employment checks and will require a DBS check from the Disclosure & Barring Service before an appointment is confirmed.

Thank you for your interest and I look forward to receiving your application.

Yours sincerely

Daniel Lomas
Headteacher



Northowram Primary School
Baxter Lane
Northowram
HX3 7EF
(Tel: (01422) 202704

MID DAY SUPERVISORS x 2

7.5 hours per week

(Scale 1b - Points 6-8 - £7.78 - £7.90 per hour) plus Living Wage supplement which increases the wage to £8.45 per hour

We are looking to appoint two Mid Day Supervisors to our successful lunchtime team. The successful candidates will be required to supervise pupils during their lunch break and must be willing to engage in play activities with the children and oversee various group games in the playground.

We would like to hear from you if you:

- have enthusiasm and enjoy working with children
- are a good communicator
- have a calm manner
- work well as part of a team

The school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Applicants to posts that are exempted from the Rehabilitation of Offenders Act will require a DBS check from the Disclosure and Barring Service before the appointment is confirmed, in addition to standard pre-employment checks.

You can apply for this vacancy by downloading the application form and supporting documents from the Calderdale Council website www.calderdale.gov.uk or from northowram.calderdale.sch.uk

Visits to the school are warmly welcomed and can be arranged by telephoning our school reception on (01422) 202704 or by e-mail: recruitment@northowram.calderdale.sch.uk

Please return your application form via e-mail: recruitment@northowram.calderdale.sch.uk or alternatively post to the school.

Closing date: Wednesday 21 February (12.00 noon)

Interviews: Thursday 15 March

Timeline

Completed applications should be returned (via e-mail or hard copy) no later than 12.00 noon on Wednesday 21 February 2018 (12.00 noon)

Assessment/Interviews

Thursday 15 March 2018

How to Apply

Please complete the application form provided. The Personal Statement should be no longer than 2 sides of A4 and should address the selection criteria detailed in the person specification. Please note that any supplementary submissions in excess of these limits will be disregarded.

Prior to submitting an application, please check that you meet the essential criteria with regard to essential qualifications requested. If you are invited to interview you will be expected to bring your original educational certificates with you.

Please e-mail your completed application (subject heading: "Confidential – Mid Day Supervisor" to:

recruitment@northowram.calderdale.sch.uk

Applications will also be accepted by post.

If applying by post, please mark the envelope "Confidential – Mid Day Supervisor" and return to:

Northowram Primary School, Baxter Lane, Northowram, Halifax, HX3 7EF

Communication

E-mail is our preferred method of communication. Candidates will receive all communication via their e-mail address and we would advise you to check your e-mails on a regular basis.

Acknowledgement of receipt of applications

We do not acknowledge receipt of paper applications. Applications submitted on line will however, receive an acknowledgement upon request.

Shortlisted Candidates

Shortlisted candidates will be contacted shortly after the closing date. If you do not hear from us within 4-6 weeks, please assume that on this occasion your application has been unsuccessful.

Safer Recruitment

Safer recruitment practice aims to minimise the risk of appointing an individual who is unsuitable to work in a post where they will be in contact with children or vulnerable adults and could cause them harm. This school is fully committed to the principles of safer recruitment

Our selection processes observe best practice in selecting the appropriate candidate by ensuring equality of opportunity for all applicants whilst excluding any who may be unsuitable to work with our children. All candidates are expected to understand their own duties and responsibilities in regard to child protection and safeguarding with due relevance to the specific post advertised.

The Disclosure and Barring Service (DBS) helps employers to make safer recruitment decisions and to prevent unsuitable people from working with vulnerable groups, including children. It is a criminal offence to offer (or indeed to apply for, or to accept an offer of) employment in certain designated posts (those which involve working with children in what is defined as regulated activity) to a barred individual.

Accordingly, some or all (depending on the precise role) of the following steps will be taken as part of the recruitment processes:

- Confirmation of identity by sight of original official documents (Birth Certificate, Passport etc)
- Confirmation of professional qualifications (those required to fulfil the post) by sight of original documentation.
- Full scrutiny of employment history with clarification to be sought (from candidate or referees as appropriate) in the event of identified gaps or discrepancies.
- Satisfactory references – a minimum of two written references (one of which must be from most recent employer) will be taken up prior to interview.
- The identity of all referees must be open to verification.

In accordance with DBS regulations all candidates for relevant posts are required to provide details of any relevant unspent convictions. Additionally, for those posts involving “regulated activity”, all “spent” convictions must be disclosed under the Rehabilitation of Offenders Act 1974.

- A DBS check will be requested for appointments to all relevant posts.
- For those involved in “regulated activity” this will include an additional check of the Children’s Barred List.

Any conditional offer of employment will be made strictly subject to receipt of all required documentation (as specified) and satisfactory verification of all checks as above.

Northowram Primary School

Policy statement on the recruitment of ex-offenders

New legislation now requires all registered bodies and prospective employers to ensure that any applicants, subject to Disclosure and Barring Scheme (DBS) checks, who have a criminal record must not be unfairly discriminated against because of a conviction or other information revealed.

In addition registered bodies and employers who undertake Regulated Activity (Schools) must have a written policy on the recruitment of ex-offenders, a copy of which can be given to DBS applicants at the outset of the recruitment process.

As a Regulated Activity provider (RAP) all paid employees at Northowram Primary School provide regulated activity and are therefore subject to checks with the DBS.

This policy statement should be read alongside our Equal Opportunities policy.

Policy Statement

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Northowram Primary School complies fully with the Code of Practice. We undertake not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

Northowram Primary School is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical / mental disability or offending background.

A summary of this written policy on the recruitment of ex-offenders is made available to all DBS applicants at the outset of the recruitment process by inclusion in the information pack for applicants

Northowram Primary School actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

In relation to volunteers and contractors, we only request a DBS check after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned.

For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

We encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent (under separate, confidential cover) to the Head teacher and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

We ensure that all those in our school who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance on the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974 and know how to access advice and support e.g. from our HR service, registered body, the DBS, etc.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment. This discussion and any subsequent risk assessment may be undertaken by senior leaders in school or by our HR service.

JOB DESCRIPTION

The information given on this job description is intended to provide an understanding and appreciation of the workload of this particular job and its purpose within the organisation.

The job description outlines the main duties and responsibilities under broad headings only, as it is not possible to specify every item in detail. The post holder may be required to carry out any other duties as directed; the responsibility level of any other duties should not exceed those outlined below.

SERVICE: Northowram Primary School
POST TITLE: Mid Day Supervisor
GRADE: Scale 1b

PRIME OBJECTIVES OF THE POST

Under the direction of senior staff the postholder will supervise and assist pupils during the midday break to ensure their safety and general welfare. In addition, the postholder must encourage pupils to display appropriate behaviour inside and outside the school premises.

RESPONSIBLE TO

Team Leader – Lunchtime Supervision

MAIN DUTIES AND RESPONSIBILITIES

1. To supervise all pupils throughout the school lunchtime period following a designated rota system.
2. To encourage children to eat healthily, to assist those who need help (such as cutting up food) and to ensure that pupils at all times behave appropriately in line with the school's behaviour policy whether in the dining room, the playground or during wet lunch times.
3. To be aware of safeguarding protocols, taking appropriate action as necessary.
4. To supervise cloakroom and toilet areas.
5. To ensure that pupils are appropriately dressed for the weather conditions.
6. To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour.
7. To ensure that groups of pupils are directed and escorted to designated areas of school.
8. To adhere to the school's Health and Safety policy, providing guidance for the pupils as necessary.
9. To take reasonable precautions whilst in charge of pupils to prevent injuries.
10. To ensure in the event of sickness or injuries to pupils that they are dealt with in accordance with the school's policies.
11. To organise games and ensure that pupils are active in purposeful, positive activities throughout the lunchtime period.
12. To supervise the clearing and cleaning of tables.
13. To act as a positive role model for pupils.

GENERAL

1. To attend meetings as required by the line manager.
2. To support the ethos and culture of the school.
3. To take part in any Continual Professional Development (CPD) and appraisal activities appropriate to the role.
4. To support the implementation of initiatives and policies, eg data protection, child protection including knowledge of the Designated Safeguarding Lead, health and safety and safeguarding policies etc.
5. To undertake any other professional duties as required by their line manager.

PERSON SPECIFICATION

Note to Applicants:

Criteria marked as essential are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

Achievement of criteria – key to identification

A = Application I = Interview E = Exercise R = Reference

Qualifications and Training	Essential	Desirable	How identified
GCSE English or equivalent	✓		A
Level 2 Award in Support Work in Schools		✓	A
Current First Aid qualification		✓	A

Experience	Essential	Desirable	How identified
Demonstrable experience of working with or caring for children of a relevant age	✓		A/I
Demonstrable experience of organising children’s activities	✓		A/I
Previous work in a school environment		✓	A/I

Knowledge and Skills	Essential	Desirable	How identified
Ability to use clear language to communicate information	✓		A/I/E
Ability to promote the use of play and initiate games and activities	✓		A/I
Ability to build positive working relationships with pupils and staff	✓		A/I/R
Ability to follow instructions	✓		A/I/E/R
Knowledge of child development		✓	A/I/R
Up to date knowledge of safeguarding responsibilities and practices		✓	A/I/R

Initiative	Essential	Desirable	How Identified
Ability to follow safeguarding and health and safety procedures	✓		A/I/R
Understanding the need to respect confidentiality	✓		A/I/R
Willing to participate in training	✓		A/I/R

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