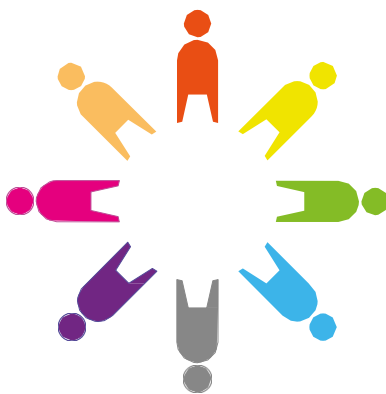




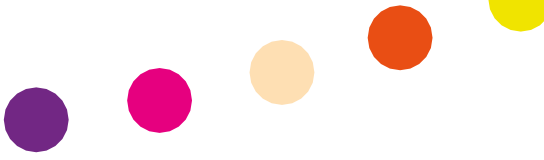
Recruitment Information

Lunchtime Supervisory Assistants

October 2023



Shakespeare
Primary School and Nursery



Excellence in the heart of Leeds...

'You have not lost sight of the absolute necessity to put pupils at the heart of all you do'

'Middle leaders are ambitious, well trained and effective'

'Staff morale is high'

'You have put in place a stimulating and interesting curriculum'

'The strong relationships you and your staff have with parents are a real strength of the school'

'Pupils enjoy coming to school and they are rarely absent'

'Pupils get on well together. The atmosphere in lessons and around the school is marked by politeness, kindness and mutual understanding.'

Mark Evans, HMI Ofsted

'An overriding strength of this school is the drive to ensure that all pupils are given the best possible opportunities academically, socially and emotionally. The school is led by an inspiring Head Teacher and Senior Leadership Team. Together they have developed a strong staff team who show passion, dedication and a genuine care and respect for their pupils. The new building is outstanding. It is spacious and welcoming, there are numerous areas for interventions and support, classrooms are bright and designed so that learning and behaviour are visible at all times. The learning environment is engaging and promotes health and wellbeing. This has helped the pupils to develop a sense of pride in their school'.

Sheryll Carter – Healthy Schools Assessor

'I am writing to personally congratulate you and the whole school community on the outcome of your recent Ofsted inspection. To retain your 'Good' judgement despite the incredibly busy and challenging year is a really fantastic achievement. The needs of the children are clearly at the very heart of everything that happens at Shakespeare Primary and I have no doubt that the next stop for you is 'Outstanding'

Steve Walker – Director of Children's Services, Leeds City Council



Salary Grade A1, scale point 2. Salary £10.90 per hour. 7.5 hours per week, working 11.30am-1pm or 11.45am-1.15pm daily, Monday to Friday during term time only (38 weeks per year). Permanent Contract.

Shakespeare Primary School and Nursery are looking to appoint enthusiastic and caring team players to join our successful lunchtime team.

Who are we looking for?

Do you like working with children? Are you patient, caring and able to work as part of a team? Are you positive, hardworking, calm and able to ensure a safe and happy environment for children? If the answer to the above is yes, then you may be the person we are looking for.

We are looking to appoint reliable, eager and kind Lunchtime Supervisory Assistants. The role involves supervising our children in the dining hall and outside in the playground during the lunchtime period. You will work as part of a team who are responsible for ensuring good conduct, welfare and safety. The successful candidates must be able to demonstrate a commitment to safeguarding and promoting the welfare of pupils and their families.

In return, we can offer;

- a thriving and successful school with the well-being of staff and pupils at the forefront of all decision making processes
- welcoming, supportive and professional colleagues
- a brand new building with fantastic facilities, complete with extensive free parking and strong commuter links.

Shakespeare Primary School is a place where children, staff and families thrive.

Established in the heart of the city we have the privilege of serving a culturally rich, diverse community that reflects the dynamic nature of modern Leeds. We pride ourselves on delivering high standards of learning and supporting the aspirations of our whole community.

Both the 'high staff team morale' (Ofsted 2019) and our oversubscribed pupil waiting lists reflect the care, passion and drive our school runs on. As a larger school we have the flexibility of opportunity that enables staff to flourish and advance onto the next stages of their career.

Shakespeare is a thriving school that needs people with energy, vision, commitment and good humour to ensure it continues to be so. If you have these qualities, Shakespeare could be just the place for you.

Please submit your typed Leeds City Council application form and covering letter by the closing date on **Tuesday 17 October 2023** at 9am to recruitment@shakespeareleeds.org.uk.

Details on how to apply are enclosed later in this document.





Meet the Team



Veronica Cortes-Petrie

My role as Lunchtime Supervisory Assistant is varied and extremely rewarding.

The ability to comfort children, manage their behaviour and be part of their world is a real privilege.

The exceptional training and guidance I have received has played an instrumental role in building my self-confidence and has given me a strong sense of responsibility towards children's safety.

I am deeply appreciative of the opportunity to work with fun, friendly and supportive colleagues.



Mahjabeen Ali

After taking eight years out of employment to look after my family, I was extremely excited and slightly nervous to be offered a position on the lunchtime team at Shakespeare.

To my great relief the children and my colleagues were warm and welcoming towards me. I have been working at Shakespeare for almost three years now and I look forward to coming into work every day.

Lunchtime is the busiest part of the school day and can be challenging sometimes, but no two days are the same. This role may seem small, but it is extremely impactful and rewarding to be making sure the children are safe in the dinner halls and playgrounds.

Over the years I have built a friendly, caring, and professional relationship with the children as well as all the school staff members that I get to meet every day.

Shakespeare Primary School and Nursery is such a special and wonderful place to work!



Job description for

Lunchtime Supervisory Assistant



Job Title:	Senior Administrative Assistant
Grade:	A1, scale point 2
Accountable to:	Pastoral Manager
Responsible for:	The supervision of children during the lunchtime. To ensure good conduct, welfare and safety.

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

Main Duties

1. Preparing the dining halls and playgrounds in advance of the children arriving.
2. Ensure standards for healthy eating and table manners are maintained.
3. Administer basic first aid, report accidents to the relevant member of staff and complete an accident form if necessary.
4. Lead the children in the establishment of suitable playground games/activities.
5. Record inappropriate pupil behaviour and convey serious incidents to the Pastoral Manager or senior member of staff.
6. Maintain checks throughout lunchtime to ensure pupils are safe.
7. Follow the instruction of the Pastoral Manager on action to be taken in cases of inclement weather.
8. Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
9. Contribute to the overall ethos and aims of the school.
10. Attend and participate in relevant meetings and training as required.
11. Treat all users of the school with courtesy and consideration.
12. Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities.
13. To perform any other reasonable task as requested by the Pastoral Manager or any other senior member of staff.

Person Specification

Essential Criteria	How Identified	Desirable Criteria	How identified
SKILLS Ability to relate well to children and adults Ability to work constructively as part of a team Ability to maintain a safe, calm and happy approach	Application form and selection process Application form and selection process Application form and selection process		
KNOWLEDGE & UNDERSTANDING Experience in working with or caring for children of relevant age Basic childcare and health and safety knowledge	Application form and selection process Application form and selection process	Appropriate knowledge of first aid	Application form
QUALIFICATIONS/ TRAINING Willingness to participate in development and training opportunities	Application form and selection process		
OTHER CONDITIONS			

Physical Conditions

The post is currently based at Shakespeare Primary School and Nursery, Lincoln Road, Leeds, LS9 7NP.

The school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment. All posts are subject to a satisfactory enhanced Disclosure and Barring Service check and two references, one being from the candidate's current or last employer.

The school operates a non-smoking policy.

The school is accessible by disabled persons.

Economic Conditions

Salary Grade	A1
Scale point range	2
Contract	Permanent
Annual leave	Working term time only (38 weeks per year)
Hours	7.5 hours per week
Working hours	11.30am-1pm or 11.45am-1.15pm
Conditions of service	NJC conditions apply

Prospects

Promotion

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training

The school encourages training both "in-house" and external to meet the needs of the individual and of the Service.

Relationships

The post holder will be required to work flexibly to deliver an efficient service. The post holder will also be required to perform any other reasonable task, outside of their job description, as requested by their line manager or any other senior member of staff.

There will be regular contact with pupils, colleagues, parents and carers, line managers and internal and external customers.

The Application Process

Please visit the vacancy section on our website, <https://www.shakespeareleeds.org.uk/about-our-school/vacancies/> where information and an application form can be downloaded.

Application form

Please ensure that each section of the application form is completed in full giving details of your educational achievements including grades and your employment history including reasons why you left previous roles. The presentation of the information should be clear, concise and in chronological order.

Please provide details of any gaps in your employment history. If you have undertaken any voluntary or unpaid work, please provide details.

In the knowledge, experience and skills sections please refer to the relevant sections of the person specification and use examples to demonstrate that you have the required knowledge, experience and skills for the role.

Should you have additional information relevant to the role that you have not had the opportunity to highlight in previous sections of the application form, please use the additional information section to support your application

The bottom of the application form should be signed, via an electronic signature if possible and dated.

References

Please provide details of your current or last employer. If you are currently working or have worked in a school, this should be the Head Teacher. Please provide the names, professional email addresses and daytime telephone numbers of your referees.

We are unable to accept references from family or friends.

Our safer recruitment processes state that we must follow up at least one reference in advance of an interview.



Submission of an application

Please submit your typed Leeds City Council application form and covering letter **by Tuesday 17 October 2023 at 9am** to recruitment@shakespeareleeds.org.uk.

We will confirm receipt of your application. If you have not heard from us within 4 weeks of the closing date, on this occasion you have not been shortlisted for interview. Thank you for your interest in Shakespeare Primary School.

The school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment.

All posts are subject to a successful enhanced CRB check and two references, one being from the current or previous employer.

Safeguarding, Child Protection and equal opportunities

Shakespeare Primary School and Nursery is committed to equality of opportunity. We positively welcome applications from all sections of the community.

We are also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment will be made subject to a Disclosure and Barring Service check (formerly known as a criminal record check) and receipt of two satisfactory references, one being from the successful candidate's current or previous employer.

Policy statement on the recruitment of ex-offenders

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), the School complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. The School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

The School can only ask an individual to provide details of convictions and cautions that the School are legally entitled to know about and convictions and cautions that are not protected. Applicants must therefore disclose all spent and unspent convictions, cautions, reprimands and final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, the School ensures 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.

For further information on the recruitment of ex-offenders please contact us on **0113 535 1000** or via recruitment@shakespeareleeds.org.uk.





Shakespeare Primary School and Nursery
Lincoln Road, Leeds LS9 7NP | 0113 535 1000 | office@shakespeareleeds.org.uk

www.shakespeareleeds.org.uk