

THE HILL PRIMARY ACADEMY



Astrea Academy Trust
INSPIRING BEYOND MEASURE

RELIEF LUNCHTIME SUPERVISOR

CANDIDATE PACK

A white rectangular sign for The Hill Primary Academy. At the top is a small version of the Astrea Academy Trust logo. Below it, the text 'THE HILL' is written in large, bold, red capital letters. Underneath that, 'PRIMARY ACADEMY' is written in smaller, grey capital letters. Below that, 'Astrea Academy Trust' is written in a grey serif font. At the bottom of the sign, 'INSPIRING BEYOND MEASURE' is written in small, grey capital letters. The sign is set against a background of a brick building with colorful finials on its roof.

THE HILL
PRIMARY ACADEMY
Astrea Academy Trust
INSPIRING BEYOND MEASURE

Open Letter from our Principal

The Hill Primary Academy is a primary school in the heart of its community. As Principal, I am immensely proud to lead such a welcoming, hardworking and caring team. Also, to be able to work with kind, respectful children who want to learn and develop their understanding of the world is a privilege!

We are a vibrant, friendly two form entry primary school. We are proud to be a part of the Astrea Academy Trust, a family of 27 schools across South Yorkshire and Cambridgeshire with a proven track record of school improvement. 'Inspiring Beyond Measure' embodies The Trusts passion by stating our commitment to 'educate, not just school'.

The Astrea dispositions of Resilience, Empathy, Aspiration, Contribution and Happiness are encouraged and nurtured in all of our students in our academy and also in our staff – at both the academy and Trust level.

With over 400 pupils aged between 3-11 at The Hill Primary Academy, we have a strong ethos of inclusion. We encourage all children to be confident, independent learners, caring for themselves as well as others around them. We set ourselves high standards of respect, resilience and achievement. As a team we are constantly striving to provide our children with the best possible education and a range of opportunities.

At The Hill Primary Academy, our aim is to empower children in a life full of choices. We hope to provide experiences and the knowledge so that children can make informed decisions, encouraging children to take risks and to learn from their previous choices to help them to make better, informed choices as they move through life. We aim to foster a love of learning and develop enquiring minds through a curriculum especially tailored to our school and the needs of the children. Our curriculum drivers; heritage, knowledge of the world, cultural diversity, aspiration and healthy minds and bodies help our curriculum take shape. These drivers are our passions. We also place a high emphasis on the development of basic skills to support our children. We ensure that our children value themselves as unique individuals, respecting the differences and working together as a community to enable our children to develop as responsible citizens.

Mrs Michelle Cockayne

Principal at The Hill Primary Academy



Job Description

JOB TITLE:

Relief Lunchtime Supervisor

REPORTING TO:

Pastoral Lead

SALARY RANGE:

Scale Point 2

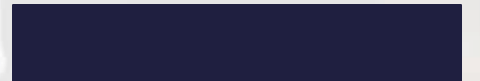
£22,548 per annum FTE

CONTRACT TYPE:

Permanent/Relief

WORKING PATTERN:

39 weeks per year - Term time plus 5 INSET days



Role Description

Purpose

To provide supervision of pupils during the midday break to ensure the maintenance of good order, good behaviour, discipline, organising activities and the safety and welfare of all pupils.

Main Duties and Responsibilities

- Support the welfare, health and safety of pupils at designated times.
- Work under the direction of the line manager for Lunchtime Supervisors and assist them by carrying out a range of duties under their direction.
- Supervise pupils both inside the building and outside in the school grounds during the midday break, organising games and activities.
- Encourage pupils to take part in games and activities appropriate to their age and ability.
- If poor weather prevents pupils going outdoors during the break, settle and supervise them as directed.
- Supervise pupils in designated dining areas during the mid-day break while they are eating their lunch.
- Promote and foster good relationships between pupils through play and games activities.
- Challenge inappropriate behaviour and to provide pupils with boundaries of acceptable behaviour in line with school policy.
- Report any incidents or concerns about the behaviour or safety of pupils to Pastoral Care.
- Arrange for first aid to be administered in line with school policy and practice.
- Clean tables, chairs and floor of spillages and debris between sittings, prior to the tables being reused. Clean up spillages as they occur.
- Attend meetings and undertake relevant training
- Ensure safeguarding procedures are followed and that the school's policy on confidentiality is maintained at all times.
- Follow school policy and practice.
- Any other duties commensurate with the grade and falling within the scope of the post, as requested by line manager.

Support for the School

- Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / aims of the school.
- Establish constructive relationships and communicate with other agencies / professionals, in liaison with the Teacher, to support achievement and progress of pupils.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to achieve and support others.



Person Specification

Experience

- Experience of working with / supervising children (including parenting) – essential
- Engaging in children’s activities in a formal setting –desirable
- Working with children with special educational needs –desirable

Education and Qualifications

- Willingness to participate in relevant training –essential
- First Aid Certificate –desirable

Skills and Knowledge

- Able to work well as part of a team
- Ability to act upon instructions
- Ability to work with and relate to children, adults and young people
- Ability to deal appropriately with a variety of situations and behaviours
- Ability to communicate effectively
- Enthusiasm and determination, with a flexible and patient approach
- Commitment to the safeguarding and promotion of the welfare of children and young people
- Knowledge of Child Protection procedures

This is not exhaustive.

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. All posts are subject to satisfactory background checks including references and enhanced DBS checks.



About Astrea

Astrea is an ambitious, dynamic and young trust with a mission to tackle historic educational disadvantage and raise quality standards across all of our schools. Our academies are based across South Yorkshire and Cambridgeshire, often in areas or at schools which have experienced generationally poor educational opportunities. Our role is to change that. We have grown rapidly over the last four years and now educate around 14,000 students in 27 academies and settings. Whilst our educational outcomes have improved over the last 4 years, they are not yet as strong as we would like them to be, nor as strong as our students and communities deserve. With this in mind, we are entering a new period in our development. We are increasingly clear and specific about our vision for behaviour, curriculum and teaching quality.

Key Characteristics of our academies:

- High aspirations, with a firm emphasis on academic attainment
- A knowledge-rich curriculum that develops a general knowledge of the world not simply for progression for the workplace, but for the love of the acquisition of knowledge
- A calm and purposeful learning environment built on mutual respect and centralised behaviour systems
- Outstanding pastoral care with the provision of specific trust delivered SEMH services where appropriate to the pupil
- Standardised reading and arithmetic catch-up programmes for pupils where this is relevant that are taught by specialists
- Active parental and community involvement
- A broad range of extra-curricular activities including sports, music, performing arts and academic clubs

Objectives for pupils:

- Encourage all children to be confident, hard-working and ambitious, regardless of background
- Transmit a core body of knowledge to all pupils and the ability to think for themselves in order to be aware of the world around them
- To be active and thoughtful participants in their local community
- To be successful in achieving their qualifications at both GCSE and A Level

A knowledge-rich education:

- By a knowledge-rich education we mean a rigorous and extensive, knowledge-based education that draws its material and methods from the best and most important work in both the humanities and the sciences.
- The aim of a core-knowledge education is not primarily to prepare pupils for a job or career, it is more to transform their minds so that they are able to make reasonable and astute judgments and engage fruitfully in conversation and debate – not just about contemporary issues, but also about the universal questions that have been troubling mankind throughout history.
- We want children to leave our schools with the confidence that comes from possessing an essential general knowledge. A knowledge-rich education should not confine itself to the Western canon, but should embrace other cultures and traditions. What that canon includes will be subject to review, but will always be closely connected to the history and the present nature of the society in which we live, including our international connections.

View the [Astrea 2025 Strategy here](#)

Astrea Academy Trust are delighted to be part of such an important movement, which will ensure we have the guidance to challenge attitudes towards disability, tap into wider talent pools and help all individuals across the Trust fulfil their potential and realise their aspirations. As a Disability confident employer we have pledged to promote a culture that ensures there are no barriers to the development and progression of disabled staff.



Astrea Talent Programme

We believe that everyone has talent. At Astrea, we want your career to flourish, nurturing potential through the Astrea Talent Programme. This provides a defined career pathway, with associated personal and professional development way points and opportunities, funded by the Trust, wherever you start on the pathway. From apprentice to senior leader, we are devoted to growth and fulfilment. We want you to realise your ambition plus competence towards a brilliant education for all our pupils, giving them the opportunities they truly deserve.

Here at Astrea Academy Trust we know that diversity fosters creativity and innovation. We are committed to developing and retaining a workforce that is representative of the diverse communities that we serve. We are committed to equality of opportunity, to being fair and inclusive and building our culture of belonging. We therefore particularly encourage applications from candidates who are likely to be underrepresented in Astrea's workforce. These include people from Black, Asian and minority ethnic backgrounds, disabled people, LGBTQI+ people, and men.