



Operations Support Assistant Application Pack



Contents

- Letter from Catherine Paine, Chief Executive Officer3**
- Letter from Gemma Jackson, Head Teacher, Green Park Village Primary Academy4
- Our Cornerstones and Touchstones5
- The role.....7
- The application 10
 - The application process and timetable 10
- Safeguarding, Safer Recruitment and Data Protection 11

Letter from Catherine Paine, Chief Executive Officer

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for learners in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Employees within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and learners alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

Catherine Paine

CEO



Letter from Gemma Jackson, Head Teacher, Green Park Village Primary Academy

Dear Candidate

I am pleased that if you are reading this you are interested in joining our passionate, committed and hardworking team to continue our unique journey. All of our team have made conscious decisions to be an active part of this development journey; all of our families have put trust and faith in what we are doing, believing it to be something special and right for their child or children's primary school journey.

Overview

Are you a professional who believes in enabling excellence for exceptional futures? Do you want the opportunity to be part of the team to build upon the successes of Green Park Village Primary Academy since opening in September 2020? Are you passionate that all children deserve the very best learning opportunities? Do you have experience of supporting all children, with a range of learning and special needs with their eating and play? If so, we would love to hear from you! We are looking for an Operations Support Assistant who will pro-actively and responsibly ensure that their expectations are high of and provision for is consistently exceptional for all the children across the school.

About us

Green Park Village Primary Academy is a new primary school built in a new housing development in Reading, Green Park Village, which opened in September 2020 in its permanent school building. In September 2023, the academy will have Reception to Year Three cohorts. The school will grow to be full two-form primary, with space to open a Nursery provision for pre-school children. The school serves a diverse community of families both local and from across Reading.

There is no doubt about it, continuing Green Park Village Primary Academy on its next phase will take vision, dedication and hard work, but being part of that exciting and rare journey will be very rewarding to see the academy continue to take shape over the next few years. To see more information about the school please visit our website www.greenparkvillageacademy.org

If this unique opportunity to be part of something special in a brand new and well resourced school appeals to you, you are welcome to contact me to find our more information about our children, curriculum, school and team.

Gemma Jackson

Head Teacher, Green Park Village Primary Academy, part of REAch2 Academy Trust

Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the 'possible' in people as well as the 'actual'. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing



contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

Inspiration breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don't make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. [You can learn more about REAch2 at our website: www.reach2.org](http://www.reach2.org)

The role



Operations Support Assistant at Green Park Village Primary Academy

Required for September 2024

NJC 2-7- pro rata

We are looking to appoint an Operations Support Assistant to support our children during their lunchtimes.

The role of the Operations Support Assistant is central to *enabling excellence* for all our children at Green Park Village Primary Academy. It is a role which has an influence on all children in the school, supporting all aspects of their experience within their midday break- eating play, transitions and routines.

Operations Support Assistants follow leaders' guidance and direction for their role in the eating supervision and play provision for children, including those with Special Educational Needs. There is expectation that Operations Support Assistants are able to respond to the needs of the children and adapt their support appropriately in a responsive way, ensuring all children are and feel safe and engaged in play activities. Whether you are new to the role or have experience to bring, you will receive coaching and mentoring from experienced teachers and leaders in the academy and trust to ensure that you are supported in all aspects of what you do.

Therefore, we welcome applications from experienced Operations Support Assistants, as well as those looking for their first position in working as part of a school team. Our Operations Support Assistants are required to support all children in the school, including those with more complex needs- the needs of the children on a particular day always come first.

Green Park Village Primary Academy is a highly inclusive setting, valuing all children's achievements and their diversity, ensuring that each child is given every opportunity to meet their full potential and shine in whatever they would like to do.

At Green Park Village Primary Academy we want to provide opportunities for all children to have *exceptional futures*.

What we're looking for

We are looking for someone with a passion for making midday breaks safe and enjoyable for all children. This starts with a candidate who has a willingness to interact with and support all children in our school. We're looking for someone who is a team player, who can work alongside the compassionate and hardworking team and be flexible to what is required for smooth running of the children's school day.

We want someone who has:

- The motivation to achieve the very best for the children in our care and be relentless in the pursuit of excellence
- Excellent inter-personal skills
- Excellent communication skills and a good sense of humour
- Creativity and passion to create and lead engaging play activities
- The willingness to apply themselves to a range of practical tasks with positivity and diligence

In return we can offer:

- A firm commitment to you and your professional development
- Friendly, supportive, enthusiastic and hardworking colleagues, staff and Governors
- A growing learning community
- Encouragement to develop new ideas and the opportunity to make a real difference
- Coaching and mentoring from the trust and school teachers and leaders
- Fantastic trust wide CPD opportunities
- Vast opportunities for career progression

Building our school has involved dedication, commitment and hard work from all our team involved to date. We would not be where we are without the contribution of all of our team (past and present) and the willingness to apply themselves to all needing doing. We ask that all learning support staff are flexible to the needs of the school as we grow and this may involve being a specialist within a phase or being willing to support across phases.

The deadline for applications is: Applications will be considered on receipt

Interviews: Arranged with shortlisted candidates

Completed Application forms should be returned to Gemma Jackson, Head Teacher, via recruitments@reach2.org

The school is committed to safeguarding the welfare of children and expects all staff to share this commitment. This post is subject to an Enhanced DBS with Child's Barred List check and satisfactory references.

The application

You are invited to submit an application form to Gemma Jackson, Head Teacher, via [My New Term](#)

The supporting statement should clearly refer to the job description and person specification and detail how your experience and skills are suitable for our school. Please note that we do not accept CVs.

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust's online [Equality & Diversity Monitoring Form](#) separately.

In accordance with our Safeguarding Policy, the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion please contact Gemma Jackson, Head Teacher via office@greenparkvillageacademy.org or 01184676222

The application process and timetable

Application deadline:	Applications considered on receipt
School visits:	Please make arrangement by contacting the school- these visits can be at 9.30 daily.
Interviews:	Arranged with shortlisted candidates
Contract details:	10 hours per week 11.30-13.30, term time only plus 5 INSET days
Salary:	NJC 2-7 £22,366-£24,294, actual pro-rata salary approx £5,055-£5,478
Start date:	September 2024

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard learners and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our learners.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](#).

Job Description

Job title	Operations Support Assistant- Lunchtime
Salary Scale	NJC
Responsible to	Deputy Head Teacher/ SENDCo
Purpose of Job	
<ul style="list-style-type: none"> • An Operations Support Assistant is a member of a team of practitioners responsible for the care of the children in the school • An Operations Support Assistant works as part of a team assisting in supervising and ensuring the safety and welfare of children during the midday break • An Operations Support Assistant supervises children in and about the premises and site(s) of the school and in the dining hall • An Operations Support Assistant encourages children to treat each other with respect and to follow the school's Behaviour Policy at all times • An Operations Support Assistant supports all operations at lunchtime, including preparing the lunch hall for lunch and cleaning it after lunch 	
Support for learners	
<ul style="list-style-type: none"> • Establish productive working relationships with learners, acting as a role model and setting high expectations • Promote the inclusion and acceptance of all learners • Encourage learners to interact with others and engage in activities • Supervise and provide specific support for learners, including those with special needs, ensuring their safety and access to learning activities • Be responsible for first aid (after training) in the event of accident or injury and provide documentation as required • Promptly report signs of health problems to the class teacher and comply with school policy and procedures for recording information about pupils' health, including issues of confidentiality • Promptly report any safeguarding or welfare concerns in line with school policy and procedure 	
Supervision and control of learners in the dining hall including:	
<ul style="list-style-type: none"> • Where appropriate, assist/supervise children with their general hygiene requirements (washing, toileting changing clothing in accordance with School Policy) prior to entering the dining room • Organising dinner queue and entrance of children into dining hall and from dining hall to playground; • Ensuring good behaviour and calm atmosphere at all times • Dealing with any unacceptable behaviour that may occur by intervention or calling for assistance, reporting incidents to Head Teacher/SLT according to severity of incident • Directing children to seats, deciding on seating arrangements, separating children, where necessary • Encouraging children to eat (including those with packed lunches) especially those with special needs or disabilities 	

- Being aware of children on special or restricted diets for medical reasons from information provided at the school
- Assisting children with cutting up food or pouring water, where necessary
- Encouraging social skills and good table manners, ensuring safety with knives and forks
- Ensuring children tidy/clear up in a satisfactory manner
- Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to children/staff
- Dealing with any spillages in the dining hall in accordance with infection control procedures, ensure pupil goes to the medical room, if appropriate
- Sharing responsibility with other Operational Support Assistant s and/or Class Teachers (Reception) for the maintenance of order and discipline in the dining hall area

Supervision and leading of children in the playground and about other school premises, including:

- Where appropriate, collecting children from classrooms and if going straight into the playground, ensuring they are adequately dressed for the prevailing weather conditions where necessary
- Supervision and control of the school entrance during lunch break to ensure children do not leave the playground without permission/authorisation
- Check on any strangers who may enter school premises in accordance with school guidelines, be observant of any loiterers observed outside of the school grounds and report to the Head Teacher, or designated SLT member
- Direction and leading of children to and from the playground and supervision of their activities and behaviour, ensuring their safety and well-being, providing emotional support where necessary
- Preventing bullying/ child on child abuse, being aware of changes in friendships, encouraging socialising and play
- Participating in or leading games
- Discouraging any dangerous activities, including 'play fighting'
- Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school
- Supervision and control of children inside school premises when they are not allowed outside in inclement weather, including occupying children in various games and activities
- Ensuring in accordance with instructions given that all children return to the care of Class Teachers at the end of the midday break period.

Associated Ancillary Duties:

- Checking toilet areas regularly for signs of disrespectful or unsafe behaviours
- Ensuring children are actively engaged in activities, where they are supervised
- Reporting any damage, blockages and health and safety hazards to the Site Manager or Head Teacher;
- Ensuring that any children who suffer accident or injury are dealt with appropriately in accordance with the school's agreed procedures
- Being aware of cultural differences between children, dealing with any incidents of racism or sexism in accordance with agreed procedures
- Assist with cleaning the dining hall at the end of lunchtime

Support for the school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Be aware of and support difference and ensure that the school's equalities and diversity policies are followed
- Participate in training, staff meetings, other learning activities and performance development when required
- Establish positive/effective relationships with all stakeholders, including parents and governors
- Undertake all relevant training as directed by senior staff, including first aid training and safeguarding training
- Develop personally and professionally through reflection and development of own practice through professional development programmes and own reading, keeping abreast of new initiatives.
- Contribute effectively to the review of team practice, identifying and sharing information on opportunities for improvement
- Demonstrate a willingness to share information and expertise, which could benefit other team members in their work
- Comply with health and safety regulations
- Give clear, accurate and complete information to staff as needed for them to work effectively
- Show a high level of professionalism at all times in accordance with school policies and procedures
- Be aware of confidentiality and maintain confidentiality linked to home/student/teacher /work as appropriate
- Take part in the wider life of the school
- Undertake duties as directed by senior staff
- Be aware of and comply with policies and procedures relating to child protection; health and safety
- Confidentiality; and data protection and report all concerns to an appropriate person

ADDITIONAL REQUIREMENTS

1. REAch2 has a strong commitment to achieving equality of opportunity in its services to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their work and to undertake any appropriate training
2. The post holder is expected to undertake any appropriate training, including recognised professional qualifications, considered necessary to fulfil the role
3. The post holder is expected to demonstrate a flexible approach in the delivery of work.
Consequently, the post holder may be required to perform work not specifically identified in the job description.

The duties outlined in the Job Description may be varied to meet the changing demands of the school at the reasonable direction of the Head Teacher. This job description does not form part of the contract of employment. It describes the way the post holder is expected to perform and complete the particular duties as set out above

Person Specification

Essential criteria
Education and Qualifications
Basic literacy skills
Experience- Relevant work and other experience
Experience working with children
Experience working in a team
Skills & Ability
Be able to:
Fulfil all spoken aspects of the role with confidence
Commit to the ethos and values of the school
Encourage children to keep to the school's behaviour code
Develop professionally positive and appropriate relationships with children and staff
Communicate positively and effectively to children and listen to them
Actively contribute to a happy safe and supportive play environment
Work within a team
Training
Willing to undertake appropriate training- safeguarding, first aid and other health and safety training
Traits
Approachable, sympathetic, enthusiastic, patient, resourceful and able to stay calm.