**Midday Assistant Application Pack**

Contents

[Letter from Catherine Paine, Chief Executive Officer 3](#_Toc151450407)

[Our Cornerstones and Touchstones 4](#_Toc151450408)

[The role 5](#_Toc151450409)

[The application 6](#_Toc151450410)

[The application process and timetable 7](#_Toc151450411)

[Safeguarding, Safer Recruitment and Data Protection 7](#_Toc151450412)

[Job Description 9](#_Toc151450413)

[Person Specification – add in lines as required 10](#_Toc151450414)

**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 pupils 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 pupils 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**

**Our Touchstones**

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

**Midday Assistant, at Aqueduct Primary School**

**Post**: Midday Assistant

**Hours**: Monday – Friday, 12pm – 1:15pm, 6.25 hours per week. Term Time Only

**Salary**: NJC England and Wales 37 SCP 3 (FTE £22,737)

We are looking to appoint a part-time Midday Assistant for general cleaning of dining areas, engaging with and supervising pupils.

**The successful candidate will need to be:**

* Reliable and punctual, always working with a positive attitude
* Flexible and efficient whilst working as part of a team
* Friendly and caring
* Aware of the hygiene standards required in a school lunchtime environment
* Committed to safeguarding and protecting the welfare of pupils
* Bright, lively, and physically fit individual who can take charge of the pupils on the playground and field during lunchtime, ensuring that the pupils are safe’
* Warm in character and fully committed to teamwork, recognising that more can be achieved together than is possible as individuals
* An individual willing to learn about hygiene in the workplace

**In return we can offer:**

* excellent CPD within the wider family of schools within the REAch2 Academy Trust;
* a supportive and friendly working environment.

If you feel you could be the right person for this role and becoming a part of the REAch2 team please apply now, we look forward to receiving your application!

**Background Information about the School**

Aqueduct Primary School is located in Telford Shropshire. It provides a welcoming, supportive learning environment with a strong level of community and parental support. It is a place where everyone enjoys reaching their potential and gets excited about their next steps and future. Our school, opened in 1981 and is set in large, beautiful wooded grounds with picnic benches a Millennium garden and an adventure trail. Our pupil admission number for each year group is 40. Currently we have 260 children on roll and ten classrooms; each with interactive smartboards and full internet networking.

We aim to make our school a happy, caring and safe place for children to learn and grow in confidence. We believe in nurturing and developing enquiring minds in a supportive, positive atmosphere. Through close partnership with children, families, governors and the wider community, we provide a school culture which values all its members as equal. Our aim is to provide a stimulating environment in which children can develop a lifelong love of learning. As part of this, we encourage pupils to be independent, resourceful learners who are willing to take risks, rise to a challenge and work hard to overcome obstacles. We want all children to feel special and valued for the unique qualities they bring to the school. Each child will be encouraged to respect and understand the ideas and beliefs of others irrespective of gender, race, disability or background. We aim to develop positive, confident children, with a strong sense of self- worth, who are proud to belong to our community and understand their value and purpose in the world. Our school culture places equal value on all its members and encourages fairness, truthfulness and respect. Children are empowered to make decisions for themselves, with an understanding of what is right and wrong. Everyone, in our school community is encouraged to think creatively and use their imagination, to visualise a future full of possibilities. The exciting curriculum we offer will inspire and motivate all learners to widen their horizons and always aim high. In this way we hope to send our children out into the world with aspirations to succeed in life.

We are a caring employer who invests in the future of our employees, as only through their excellence can we deliver excellence for the children and families whom we serve. To see more information about the school, please visit our website [Aqueduct Primary Academy](https://www.aqueductprimary.co.uk/)

As a member of the REAch2 Trust, a national family of primary academies, Aqueduct Primary is committed to raising standards and achieving excellent for all pupils whatever their background or circumstance. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike. Aqueduct Primary is committed to safeguarding and promoting the welfare of children and young people / vulnerable adults and expects all staff and volunteers to share this commitment. This position is subject to an enhanced DBS check and satisfactory written references.

# The application

You are invited to submit an application form to **Tammy Lockley, Headteacher** via [My New Term](https://mynewterm.com/trust/REAch2-Academy-Trust/672956683)

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](https://forms.office.com/Pages/ResponsePage.aspx?id=EGorfMwEtEi30d9QFOXXNJ4DEcgd411KhzIQrNunT_hUMlJXTkhNVlE0SlhKV0FWTEk2Wkw1TTUwRS4u) separately.

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

To arrange an informal discussion or a school visit please contact the school office on 01952 386210

## The application process and timetable

|  |  |
| --- | --- |
| **Application deadline:** | Friday 6th September at Midday |
| **Interviews:** | Monday 16th & Tuesday 17th September 2024 |
| **Contract details:** | Monday – Friday, 12pm – 1:15pm, 6.25 hours per week. Term Time Only |
| **Salary:** | NJC England and Wales 37 SCP 3 (FTE £22,737) |
| **Start date:** | As soon as possible |

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 pupils 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 pupils.

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](https://reach2.org/wp-content/uploads/2020/01/Privacy-Notice-Job-Applications.pdf).

# Job Description

**Core Purpose**

**Role:**  Midday Assistant

**Line Manager:**  Office Coordinator/SLT

**Job Purpose**

Job Purpose Acting as part of a team, to take care and control of all the children on the school premises during the midday break between the morning and afternoon teaching sessions.

Principal Accountabilities

• To maintain the safety, welfare and good conduct of the pupils during the midday break Duties

• To assist children in selecting their meal and sitting in an appropriate place in the dining hall.

• To assist children with eating their meal if applicable.

• To clear tables when meals are finished and clear up any associated spillages.

• To enforce the necessary sanctions for maintaining good order.

• To administer basic first aid as required.

• To keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed.

• To provide pastoral care, guidance and routine advice to pupils as appropriate.

• Where necessary and appropriate to lead games and activities with the children.

• To alert Midday Supervisor and/or the Headteacher of any concerns regarding an individual child or group of children General

• To attend relevant training and meetings as required.

• To respect confidentiality at all times.

• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.

• To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils.

• To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace

• Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy

• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

• The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate.

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Right to work in the UK | **\*** |  |
| Enhanced DBS Check | **\*** |  |
| **Experience** | | |
| Previous experience in a school setting |  | **\*** |
| Experience of working as part of a team to achieve objectives |  | **\*** |
| **Skills and Aptitudes** | | |
| Resourceful, adaptable, show initiative and physically fit | **\*** |  |
| Good interpersonal and communication skills | **\*** |  |
| Prepared to take instruction and direction from Team Leader | **\*** |  |
| Ability to work part of a team | **\*** |  |
| Ready to learn new skills | **\*** |  |
| Flexibility and enthusiasm for the job | **\*** |  |
| **Other factors** | | |
| Participates in training and performance management as required | \* |  |
| Commitment to Reach2’s Equal Opportunities Policy and Acceptance of their responsibility for its practical application. | \* |  |
| Commitment to understand and comply with the requirements of the Health and Safety at Work Act 1974. | \* |  |