



**LEARNING**  
ACADEMIES TRUST

# MEALTIME ASSISTANT RECRUITMENT PACK

WOODFIELD PRIMARY SCHOOL

**BELIEVE YOU CAN, TOGETHER WE WILL**

[www.learningat.uk](http://www.learningat.uk) 01752 914160 @ hr@learningat.uk

## About the Learning Academies Trust

The Learning Academies Trust was originally formed by three Plymouth primary schools in November 2016 and has grown from there. In terms of pupil numbers, the Trust is now the largest primary school MAT, or Multi Academy Trust in the city of Plymouth.

The Learning Academies Trust is a family of schools dedicated to delivering outstanding education to all our children, whatever their starting point or background. Our Trust's mission is:

**Together we will...** work with our children, families, and communities to provide exceptional learning opportunities for all our children

All of our schools are committed to the following values:

**Aspiration   Excellence   Collaboration   Inclusivity   Kindness   Respect**



We know that with great leadership, inspirational teaching, caring pastoral support and hard work, every child in every one of our schools can succeed. By joining our Trust, you will become part of an inspiring group of people, committed to shaping a great future for our city's children.

The Learning Academies Trust is comprised of 18 Primary Schools across the city of Plymouth and delivers exceptional education to approximately 5000 children and employs over 900 members of staff. Each school has a unique identity and set of values but are joined together in their aspirations for their communities. For more information about the Trust, our schools and what we do, check out our website [www.learningat.uk](http://www.learningat.uk)

## A message from our Chair of the Trust Board...



Mr John Butcher

Thank you for showing interest in joining the Learning Academies Trust. We are proud of our achievements to date and our recognition as a truly collaborative and united partnership of Plymouth primary schools. It is our aim to support our schools with expert advice from a central team of experts covering estates, IT, finance and HR. Furthermore, our school improvement offer demonstrates a shared, supportive understanding of curriculum delivery that meets the needs of our young people.

The LAT believes that strong communication between the strategic direction provided by the Trust Board and its local governing bodies is also significant in establishing a coherent and shared vision with common values embedded in our practice. I truly hope you will want to explore this exciting professional opportunity and we would be delighted to share our offer with you during the application process.

## A message from our CEO...



Mr Simon Spry

This is an exciting time to be considering a career with us at the Learning Academies Trust. As a Primary phase family of local schools, we have high expectations to deliver the very best for our children.

If you are passionate about working with us and the children in our schools, we'd love to hear from you. Information about the role and the school you are applying for are detailed in this pack and for wider Trust wide news and information, please check out our website or Twitter feed @learningatceo.

If you would like any further information or a conversation about the Trust, then there is no better way than to do this in person.

Please contact our Trust HR Team to arrange a time to talk [hr@learningat.uk](mailto:hr@learningat.uk)

## Woodfield Primary School

Headteacher: Ms Tessa Saunders

Location: Taunton Avenue, Whitleigh, Plymouth PL5 4HW

Approximate number of students: 230

Approximate number of staff: 40



### Message from the Headteacher

Thank you for requesting the details about the position at Woodfield. Woodfield is a one-form entry Primary and Nursery school, educating children from 2 – 11 years, in Whitleigh, which is in an area of high deprivation in the northwest of Plymouth. True to the Trust's values we are firmly committed to ensuring that every child achieves their full potential. We are at the heart of the community that we serve and pride ourselves on our warm, welcoming approach and building strong working relationships with all our families to ensure the very best for the children in our care. As a school, we set high expectations for learning and have 12 values, focusing on one per month, that underpin all the work that we do. Oracy is a vital life skill and an integral part of our curriculum. We begin developing the children's Oracy skills in Nursery to ensure that they develop the ability and confidence to interact with peers and adults to deepen their learning and understanding. Again, thank you for taking the time to consider the position we have, please feel free to contact the school if you have any questions.

Tessa Saunders, Headteacher

### MEALTIME ASSISTANT JOB DESCRIPTION

<b>Job Title</b>	Mealtime Assistant
<b>Location</b>	Woodfield Primary School
<b>Responsible to</b>	Headteacher
<b>Job Type</b>	Temporary (Until 18 <sup>th</sup> July 2025)
<b>Salary FTE</b>	Grade A £23,656.00
<b>Actual Annual Salary</b>	£2,784.00
<b>Hours/weeks</b>	5 hours per week, 38 weeks per year (Monday – Friday 1 hr a day)
<b>Closing Date</b>	9.00am, 10 <sup>th</sup> January 2024
<b>Interview Date</b>	W/C 13 <sup>th</sup> January 2024
<b>Proposed Start Date</b>	As soon as possible

## Job Summary

To promote positive behaviour and safe active play in the playground environment. To supervise the children in the dining hall, encouraging healthy eating, good table manners and good hygiene. To work as a part of the team to promote the school's ethos and values in the wider community.

## Key Roles and Responsibilities

- To take the time to build and develop relationships with children so that they are supported to have positive lunch sessions.
- Ensure children line up and enter the Dining hall in an orderly manner.
- Encourage good table manners and behaviour in Dining hall.
- Ensure drinking water is provided and assist in pouring water for young children.
- Encourage children to eat the meal provided.
- Supervise the orderly return of dinner plates/cutlery.
- Wipe down tables between sittings.
- Clean up spillage of food, water or sickness in dining areas during the dinnertime.
- Support children to dispose of litter.
- Undertake playground duty, supervising by circulating amongst children.
- Encourage positive play amongst the children, helping them to join in with the games and ensuring no one is left out.
- Consistently demonstrate our school values and support the children to follow these.
- Supervise children in designated area, other than playground, during wet weather.
- Attend to minor accidents and report to Senior staff.
- Report to Senior Staff any untoward instances or safeguarding concerns.
- Ensure that children do not leave the school without permission of the Senior Staff.
- Assist Senior Staff as required in order to care for the safety and well-being of students.
- Attend appropriate training, at the discretion of the school.
- Please note some lifting of tables/chairs will be required.
- To carry out other duties as directed by the Lead Mealtime Assistant or senior staff.

## Additional Information

- The post holder is required to uphold and promote the school's policy on Data Protection and GDPR, to be mindful of their responsibilities under the act/s in processing personal data and of the implications of unauthorised disclosure.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the Trust's responsibilities towards safeguarding.
- This post is subject to an Enhanced Disclosure and Barring Service Check for Regulated activity.

## PERSON SPECIFICATION

Attributes	Essential	Desirable
<b>Education/ Qualifications</b>		Hold a qualification in first aid.
<b>Experience</b>	<p>Have experience of working alongside children, either as a job or through voluntary work.</p> <p>Experience working in EYFS</p>	<p>Previously worked in a school environment.</p> <p>Have experience in delivering a variety of strategies to support behaviour management.</p>
<b>Skills/Knowledge/ Aptitude/</b>	<p>Be aware of confidentiality and safeguarding.</p> <p>Have a caring, calm and friendly manner.</p> <p>Be reliable, punctual and flexible.</p> <p>Show initiative and be resourceful.</p> <p>Be able to employ a variety of strategies to support behaviour management.</p> <p>Be willing to help care for sick children or injured children during the lunchtime period.</p> <p>Value and build relationships with the all children, to be able to support them effectively</p>	
<b>Motivation</b>	Be willing to work as part of a team and turn for advice if needed	
<b>Physical</b>	Some lifting of dining room tables/chairs will be required.	

### Working for our Trust

By working within our Trust, you will be part of a team of people who want to make a difference in the lives of the children and communities we serve. Whether you are joining us

in a teaching capacity or a support service position, you will become vital in helping to shape the futures of the next generation for our city.

The Learning Academies Trust strives to be an employer of choice in the southwest. We are committed to developing our employees to their full potential and take great pride in the availability of learning and development resources for our staff. From training days to an extensive package of e-learning courses, you will have a wealth of opportunities available to develop your skills and experience.

## Employee benefits



In January 2020, the Learning Academies Trust became the first education employer in Plymouth to achieve the Livewell Southwest Wellbeing at Work Bronze Award. The Trust is committed to supporting the wellbeing of all staff and is proud to work closely with official bodies to ensure we have a holistic approach to staff wellbeing.

As a Learning Academies Trust employee, you will have access to a growing list of benefits to support you both professionally and personally. Our benefit package includes:

- Free counselling services for personal or professional support
- Cycle Scheme
- Employee Newsletter
- Regular recognition awards
- DSE Eyecare scheme
- iHASCO online training courses
- Annual flu vaccination
- Annual health check
- Discounted gym membership

## How to apply

If you believe you can demonstrate the dedication, skills and passion required, we look forward to receiving your application. Please click the link to submit your application form. Please note – we do not accept CVs. Completed applications should be submitted prior to the closing date.

Please note, the closing date is for guidance only. Successful applicants will be invited to interview at the earliest available opportunity. Learning Academies Trust reserves the right to close the vacancy early if a suitable candidate is found.

With 18 schools, we are regularly looking for passionate people to join our teams. If there are no vacancies currently, but you would like to register your interest for future vacancies, please join our talent pool and we will be in touch as soon as we have a suitable position.