



**Lunchtime Supervisor**  
**Pennyman Primary Academy**  
Tees Valley Education Trust

**Job Ref: PPA114**

## Lunchtime Supervisor

Pennyman Primary Academy



**TEES VALLEY  
EDUCATION**  
[www.teesvalleyeducation.co.uk](http://www.teesvalleyeducation.co.uk)

<b>Job title:</b>	<b>Lunchtime Supervisor (2 positions available)</b>
<b>Job reference:</b>	<b>PPA114</b>
<b>Closing date:</b>	<b>Monday 2<sup>nd</sup> November 2020 at 9.00 am</b>
<b>Location:</b>	<b>Pennyman Primary Academy, Fulbeck Road, Middlesbrough</b>
<b>Level/Salary:</b>	<b>Scale 1-2 £17,842 - £18,198 (Pro-rata to the weeks worked)</b>
<b>Status:</b>	<b>Temporary Contract</b>
<b>Required:</b>	<b>Immediate</b>
<b>Contract Hours:</b>	<b>7.5 hours per week, term time only</b>

Pennyman Primary Academy is pleased to be able to appoint an enthusiastic and committed Lunchtime Supervisor to join the academy as part of Tees Valley Education Trust.

We are looking for someone who has a genuine interest in working with children; are interested in their development and learning and have good organisational and communication skills.

Duties will include:

- Supervising children across the Academy, both in the dining hall and playground, leading play activities and ensuring the safety, wellbeing and good behaviour of all our children.
- We would also like the successful candidate to spend 30 minutes reading 1:1 with children in the designated bubble each afternoon.
- Ideally, the successful candidate will have experience of working with children within the primary age group.

In return, we can offer you the opportunity to join a supportive and enthusiastic team, in an academy that was graded as Good by Ofsted. We have a strong inclusive ethos and a superb partnership arrangement with our other academies as part of Tees Valley Education Trust. In addition, we are fully committed to your ongoing professional development.

You will have the exciting opportunity to work alongside a highly motivated, supportive and well qualified team of staff, who are committed to engaging and inspiring children's learning and life chances.

Tees Valley Education Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS check.

## JOB DESCRIPTION

- The duties of supervising children across the academy, both in the dining hall and playground, leading play activities and ensuring the safety, wellbeing and good behaviour of all our children.
- We would also like the successful candidate to spend 30 minutes reading 1:1 with children in the designated bubble each afternoon.
- Ideally, the successful candidate will have experience of working with children within the primary age group.

## MAIN DUTIES AND RESPONSIBILITIES

- Ensure children are happy and safe at playtimes and lunchtimes
- Establish constructive relationships with pupils and interact with them according to individual needs

## SUPPORT FOR THE ACADEMY

- 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
- Be aware of, and support, difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall Diamond Standards ethos/work/aims of the academy
- Supervise pupils on visits, trips and out of academy activities if necessary.

The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.

The job holder may be required to work flexibly between the hours of 8am and 6pm.

The job holder may be required to work across the academy group.

The job holder may be required to undertake additional training e.g. first aid, Positive Handling.

**Important:** In the first instance, applications are assessed against the following criteria:

\*overall presentation

\*use of standard English

\*grammatical accuracy

Where applications do not meet the expected standard, they will be discarded before being matched to the person specification.

## PERSON SPECIFICATION

### EXPERIENCE

Experience of working with children	A, I	D
Experience of working in a relevant classroom/service environment	A, I	D
Experience of supporting children's reading development	A, I	D

### KNOWLEDGE, ABILITIES AND SKILLS

Good communication skills including the use of standard English	A, I	E
Commitment to safeguarding and protecting the welfare of children and young people	A, I	E
Ability to work as part of a team, following instructions and on own initiative	A, I	D
Ability to relate well to children	A, I	D
Ability to supervise and assist groups and classes of children in the absence of the teacher	A, I	D
Energetic, highly motivated, with an inquiring mind and passion for helping children succeed	I,	D

E – Essential

D – Desirable

Assessment Method - A - Application Form, I - Interview, R – Reference

## SAFEGUARDING CHILDREN

The Trust, and its academies, are committed to Safeguarding and Promoting the Welfare of all children. We recognise that some children may be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

The Trust's Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.

Everyone who works with children has a responsibility for keeping them safe. No single practitioner can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

### Working Together to Safeguard Children DfE 2018

The Trust pays full regard to DfE guidance 'Working Together to Safeguard Children DfE 2018'. Anyone who works for the Trust, who is likely to be perceived by children as a safe and trustworthy adult (including volunteers and staff employed by contractors), is subject to appropriate checks in line with current legislation and best practice.

Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking checking details with the Disclosure and Barring Service.

## EXPLANATORY NOTES

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted.

### Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Candidates should be aware that all posts in Tees Valley Education involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post.

Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may be answered 'not applicable' if your duties have not brought you into contact with children or young people.

## Interview Process

After the closing date, short listing will be conducted by a panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

As part of the DBS application and as a form of identification, all candidates invited to interview must bring the following documents:

**Route 1** – 3 documents (at least 1 must be from Group 1, the other 2 can be from any group)

**Route 2** – 3 documents (1 from Group 2a and 2 from 2a or 2b, plus External ID check)

*One document must confirm the applicant's date of birth and another confirm the current address. In addition to the above, if you are successful, you will be required to conduct an external ID check (this is an automated process completed online).*

**Route 3** – 5 documents (birth certificate and 4 other documents - 1 from 2a and 3 from Group 2a or 2b)

*One document must confirm the applicant's current address*

Group 1 – Primary Identity Documents	
Current valid passport (UK or overseas)	Biometric Residence Permit (UK)
Current driving licence - photocard & counterpart (where applicable). (UK, Isle of Man, Channel Islands and EU – full or provisional)	Birth certificate – issued at time of birth (UK, Channel Islands – including those issued by UK authorities overseas)
Adoption Certificate (UK & Channel Islands)	
Group 2a – Trusted Government Documents	
Current driving licence - photocard (UK and overseas)	Current driving licence – paper (UK and EU)
Birth certificate – issued any time after birth (UK & Channel Islands)	Marriage/civil partnership certificate (UK & Channel Islands)
Fire Arms Licence (UK & Channel Islands)	HM Forces ID Card (UK)
Group 2b – Financial & Social history documents	
Mortgage statement (UK or EEA)	P45/60 Statement
Bank/Building Society Statement (UK)	Council Tax statement
Credit Card Statement (UK or EEA)	Work Permit/Visa (UK)
Financial Statement, e.g. Pension, investments (UK)	Sponsorship letter from employer (outside UK)
Benefit statement, e.g. child allowance, pension (UK)	Utility Bill
EU National ID card	Cards carrying PASS accreditation logo
Letter from Headteacher or Principal	
A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK & Channel Islands), e.g. from the Department for Work and Pensions, the Employment Service, HMRC, Job Centre, Social Security, etc.	
ID validation must be attempted in order. If you are unable to validate via Route 1, move to Route 2, if unable to validate Route 2, move to Route 3.	

**Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.**

We will seek references for candidates that are shortlisted for interview and may also approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

#### **Conditional Offer: Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory DBS check
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

## **HOW TO APPLY**

To apply please complete the Tees Valley Education application form. Application packs are available from the academy website [www.teesvalleyeducation.co.uk/careers](http://www.teesvalleyeducation.co.uk/careers). Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

#### **Applying:**

Hand written or electronic printed copies of the Tees Valley Education application form should be posted or hand delivered to the following address for the attention of Mrs Deborah Fawcett, Interim Head Teacher. Please be aware that if you are sending your application by e-mail, the Trust cannot be responsible for any formatting anomalies when printing.

By post: Tees Valley Education, Pennyman Primary Academy, Fulbeck Road, Middlesbrough TS3 0QS.

By E-mail: [recruitment@tved.org.uk](mailto:recruitment@tved.org.uk)

If you have any queries about the position or the academy and the trust, please do not hesitate to contact the academy direct on 01642 314750 or e-mail [pennyman@teesvalleyeducation.co.uk](mailto:pennyman@teesvalleyeducation.co.uk)

**Closing date:** Monday 2<sup>nd</sup> November 2020 at 9.00am

**Shortlisting:** Monday 2<sup>nd</sup> November 2020 at 12.00 noon

**Interview Date:** Monday 9<sup>th</sup> November 2020

**Location:** Pennyman Primary Academy