

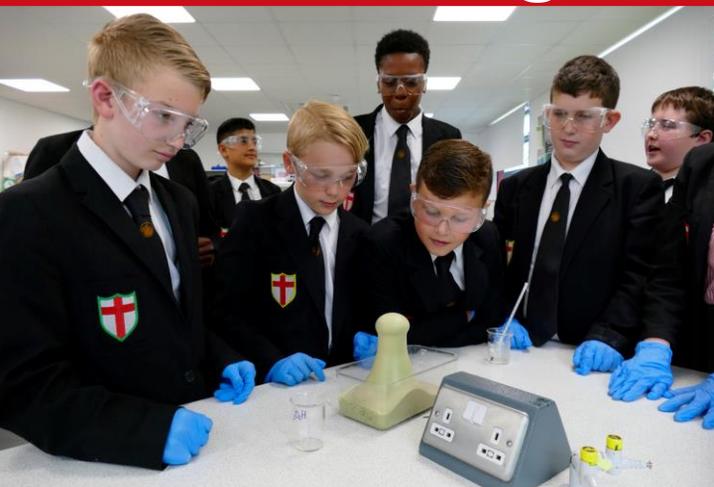


Vacancy Pack

Midday Meals Supervisor – Primary Phase



Saint George's Church of England School





Our Vision
The Leadership Team
The Post
About You
The Package
The Application Process

AAAT vision

Aletheia schools are motivated by Christian values to serve our communities by improving the life chances of local children. Our schools seek to embody the Christian experience of community, where gifts are shared, where the emphasis is on what can be contributed and where each is given according to need. Aletheia schools welcome those of all faiths and none and are proud of the inclusive nature and diversity of each cohort. At the heart of the Aletheia vision are the belief in educational excellence and the belief that Aletheia is called to serve pupils, staff, parents and the local community by providing places where children and young people develop and thrive intellectually, socially, culturally and spiritually.

Aletheia is committed to sustaining and further improving high-quality schools and supporting schools in need of specific improvement. We seek to provide a range of support to schools that draws upon the wealth of practice from across our Trust, broaden the expertise available to schools through flexible working arrangements and retain the capacity to respond rapidly and effectively to the needs of individual schools. Pedagogical excellence is at the heart of all we do, with a sustained focus on collaborative and mastery learning. Our Teacher Training 'Hub' status aids our mission to recruit, train and retain staff of the highest quality within our local community.

The Trust provides a coherent and logical geographical context for all constituent schools. Belonging to a local Trust offers greater opportunities for influence than single schools can achieve; through collaboration the Trust aims to be greater than the sum of its individual member schools. We believe that the success of Aletheia is fostered by the opportunities for schools, leaders and governors to step forward as co-shapers of a school-led and self-improving system. Designated as an approved academy sponsor, we offer our distinctive ethos, school improvement strategy and strength of leadership to ensure all schools are supporting students to achieve of their very best.

AAAT will deliver its vision by:

- Developing a Trust for all ages /phases of education, with member schools working in partnership and learning from each other.
- Promoting a Church of England ethos based on a belief in the value and potential of every student to achieve excellence academically; in religious education and their wider studies and become fully the person God intends.
- Pursuing educational excellence, so that outcomes for all learners are as good as they can be.
- Creating strong leadership at all levels that impacts effectively on academy performance.

All schools joining the Trust will have already established their support for and belief in these core principles.

OUR VISION

At the heart of our vision is the belief in inclusive, educational excellence; the belief that we are called to serve all pupils, staff, parents and the local community by providing places where all develop and thrive intellectually, socially, culturally and spiritually in order to live life in all its fullness.

Saint George's
Church of England School



**All Different,
All Equal,
All Flourishing.**

IN...

Creativity
Honesty
Resilience
Inclusion
Stewardship
Thankfulness

#weareallone

#lifeinallitsfullness

Leadership Structure

Executive Headteacher/CEO

Head of School

*Deputy Headteacher
(Raising Standards)*

*Deputy Headteacher
(Teaching, Learning and Assessment)*

*Assistant
Headteacher
(Behaviour and
Inclusion)*

*Assistant
Headteacher
(Primary Phase)*

*Assistant
Headteacher
(Community &
Stakeholders)*

Support Leads:

Site Manager

ICT Lead

Finance Lead

PA to SLT

Job Description – Midday Meals Supervisor/Play Leader

General Duties

- To supervise and care for children during the lunch break, ensuring their safety and welfare and helping them to develop good eating habits.
- To work as part of a team to ensure consistency and effectiveness, contributing to the positive ethos and environment of the school.
- To follow the school's behaviour policy in encouraging good behaviour and addressing any poor behaviour.
- To play games with the children, initiating and supervising activities.
- To undertake any additional activities that have been put in place and requested by Head Teacher.
- To adhere to the need for confidentiality at all times.

Lunch Hall Duties

- To assist with setting up tables, laying up places (knives and forks) and pouring drinks. To assist with clearing away after meals, wiping tables and putting tables away.
- To follow the established procedures in directing children to collect food and return trays, cutlery and cups.
- To clean up food and water spillages on tables and floors.
- To help children with skills such as cutting food, using cutlery correctly and eating properly and to also develop children's skills in social interaction.
- To help children with lunchboxes to manage their food i.e. opening crisp packets, drinks, etc.
- To inform class teachers if packed lunch boxes contain items that are not part of the school's policy i.e. fizzy drinks.
- To clean tables, sweep the floor after lunch and put tables away

Playground Duties

- To help children develop good social skills; playing games, taking turns and caring for one another.
- To be actively involved in the children's play; leading and organising games and activities.
- To escort children to and from the toilets, ensuring they are not left unsupervised in school.
- To ensure children are playing safely.
- To deal with First Aid matters or to report them to a First Aider.
- To lead children back into class, ensuring children are sensible and calm, ready for their afternoon learning.

Midday Meals Supervisors – Primary Phase

Working Hours: 7.5 hours per week - Monday to Friday 11.45am-1.15pm, term time.

Kent Range 3 - £3,292 per annum (£19,293 per annum full time equivalent)

Required to start as soon as possible

We are looking to appoint a Midday Meals Supervisor to join our team within the Primary Phase of Saint George's CE School to support with providing a high-quality lunch time experience for our children. We are a small, friendly team, working closely together and we will make you very welcome.

We would love to hear from you if you:

- Enjoy working and playing with children
- Are committed to enabling every child to achieve the very best they can
- Have a belief in inclusion, diversity and the right of each child to be successful whatever their needs, abilities and background

To be successful in this post, you will need:

- To be positive, enthusiastic and highly organised
- Have high expectations of both children and yourself
- Have good strategies for managing children, ensuring they are involved and engaged
- To be able to inspire, motivate and foster excellent relationships, working in partnership with staff, parents, governors and our wider community
- Good interpersonal skills, a sense of humour and the ability to work as part of a hard-working, enthusiastic and committed team
- To be committed to your own professional development and keen to make a significant contribution to the life of our school.
- Previous experience of working with children in a primary school would be desirable but not essential

If you would like to find out more about this exciting new position, please email Helen Palmer (Deputy Head of the Primary Phase) palmerh@sgsce.co.uk

Please download an application pack below or at <https://aat.uk/recruitment/> and return your application by email to Elise Batcheldor, HR & Administration Officer at batcheldore@sgsce.co.uk

Closing date: Friday 14th October at 12noon

Interview date: Thursday 20th october

Saint George's Church of England School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance

