



**SHENSTONE
SCHOOL**

Midday Supervisor Recruitment Pack



“Together we engage, thrive and achieve”

Executive Head Teacher: Lori Ann Mackey MA (Ed)

Head of School: Heather Jolly BA (Ed) Hons

Deputy Head Teacher: Leann Bargery BA (Ed) Hons

Deputy Head Teacher: Meena Malhi BA Hons

Dear Applicant

Thank you for showing an interest in the role of Midday Supervisor at Shenstone School.

We have devised this recruitment pack in order to provide you with a glimpse of what makes us proud to be part of Shenstone School. Please take time to read through the literature provided and in addition we encourage you to explore the school’s website and also pop along for the tour as detailed on the job advert page.

Our website can be found at www.shenstone-tkat.org and contains further information such as: Our Vision and Values, Policies and Procedures, Health and Wellbeing, Curriculum Offer, School Development Plan, Ofsted report and results and virtual tours of the school.

The school has an ethos of ***“Together we engage, thrive and achieve”***. This is integrated into, and evident in, all we do at Shenstone and starts with the staff. Without the amazing and committed staff that we have, we would be unable to provide such a wonderful experience to our fantastic children.

If after reading through the recruitment pack, you still feel as though Shenstone is the place for you, we welcome you to apply. To do so, please use your application to showcase your experience and how it reflects both the job description and person specification for the role. We also like to hear why you have chosen Shenstone School and what you can bring to this exciting role.

We hope that we have inspired you to apply to join the staff at Shenstone School, just as much our pupils inspire us with their individual achievements everyday.

If you require any help/support or have any questions, please do not hesitate to contact the school office on 01322 524145 or via e-mail hr@shenstone-tkat.org.

Yours faithfully

Lori Mackey
Executive Head Teacher

Shenstone School (Crayford Site), ☒ 94 Old Road, Dartford, Kent, DA1 4DZ ☎ 01322 524145
Shenstone School (Sidcup Site), ☒ St Andrews Road, Sidcup, Kent, DA14 4RX ☎ 020 8302 1743
🌐 <https://www.shenstone-tkat.org/>



2019-2022





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About Shenstone School

In addition to our increasingly expanding Primary School, in September 2022 we also opened a Secondary provision too. We are very excited to now be able to offer pupils our amazing values, ethos, standards and facilities throughout their education. Shenstone School is one school based across three sites (Crayford, Sidcup and Belvedere) and we pride ourselves on making children happy and ensure that learning is made fun. Shenstone School is a school for pupils with severe, and/or profound and multiple learning difficulties. We are committed to supporting the emotional health and wellbeing of all our pupils, staff and parents/carers and we stand by our motto of “together we engage, thrive and achieve”.

We are very proud of Shenstone School and we are thrilled to have achieved: The Wellbeing Award for Schools, Outstandingly Happy School status, Move Centre of Excellence Award, National Online Safety Certified School status and we are also an accredited Arts Award Centre. We continue to expand with new ideas and initiatives in order to maintain and improve services for both pupils and staff.

Staff at Shenstone School can access the following benefits: excellent Induction and probation processes, comprehensive in-house training, competitive pension scheme, employees counselling services, vaccination programmes, on-site mental health first aid team and various other wellbeing and social activities. We also operate our Sharing Shenstone scheme (our own food bank) and we have an initiative called **Rainbow** Friday where on the first Friday of every month, staff and pupils are invited to dress in non-uniform in order to start the month off brightly.

About TKAT

Shenstone School is part of the TKAT academy (The Kemnal Academies Trust). TKAT is one of the largest Multi-Academy Trusts in the South and East of England with 45 Primary and Secondary Academies in the TKAT Family. Our ultimate aim is to ensure we drive educational standards through the provision of outstanding teaching, leadership and learning for all. Our leaders focus on pupil progress and attainment, and regularly share knowledge, insight and experience. We believe passionately in the power of collaborative working and actively promote school-to-school support.

Our pupils are at the heart of everything we do and we strive to inspire learners and change lives as a result of our exceptional educational provision.

Via our website www.tkat.org, you can read our Welcome Brochure, which gives lots of information about:

- Our journey so far
- Our vision and values
- Our governance
- Our Executive Team
- Our primary strategy
- Our secondary strategy
- How we support our Academies

What we do well

The following statements have been obtained from staff via questionnaires or feedback requests.

Shenstone has provided me with so many opportunities for progression.

I have settled in well and look forward to coming in every day to work with the amazing team and children at Shenstone.

The induction I received was thorough and the staff on site have all supported me with my ongoing learning within the job.

Shenstone is one big team

I felt like I achieved so much.

It is a rewarding job with beautiful friendly staff and children.

I most enjoy working alongside amazing children and being part of a team.

I LOVED WORKING AT SHENSTONE, THE STAFF WERE FRIENDLY AND THE CHILDREN WERE LOVELY.

I like working at Shenstone, the SLT and all the staff are lovely.



Job Advert

Post Title:	Midday Supervisor
Post Location:	Shenstone School (Sites are at: Crayford, Sidcup & Belvedere) Although you will be predominately based at one site (site allocation will be discussed at interview), you will need to be prepared/willing to work at any of our three sites.
Contract Type:	Permanent
Hours/Weeks:	10 hours per week (11:40 a.m. – 1:40 p.m.) 38 weeks per year (plus occasional training days)
Grade:	Bexley 04 (£11.60 per hour)
Salary:	£21,783 (full-time equivalent) £5,048 (Actual salary)
Post Start Date:	ASAP
Tour:	2 p.m. on Tuesday 29th November at the Crayford site. If you wish to attend the tour, please e-mail hr@shenstone-tkat.org with your name and contact number.
Closing Date:	4 th December 2022
Interview Date:	12 th December 2022

About the Role

We are looking for enthusiastic, caring, resilient and reliable candidates to join our fantastic and dedicated midday team at Shenstone School. You will be required to supervise pupils during the lunchtime period with such things as: collecting/helping pupils choose their lunch, helping with cutting up/feeding where necessary, initiating and participating in games/activities, toileting/changing and being aware/protecting their safety and wellbeing.

If you are looking for a challenge and are able to support and encourage our amazing pupils with SEND to achieve their full potential in our specialist school setting, then we would welcome your application. The achievements of our pupils are extraordinary and will give you a sense of achievement when they make progress, however small.

It is paramount that you feel confident and resilient in working with pupils with challenging behaviour. As individuals, each pupil presents with different abilities and behavioural needs which vary from child to child.



JOB DESCRIPTION

Midday Supervisor

Name	
Accountable to	The Class Teacher and ultimately the Executive Head Teacher
Grade	Bexley 04
Job Purpose	As part of a team assisting the Senior Management Team in securing the safety and welfare of pupils during the midday break. This will involve effective supervision of pupils in and about the premises and site of the school. This may include helping pupils to eat their lunch who are unable to feed themselves. It also includes leading pupils in their play and lunch time clubs.
Key Area	Carry out all duties and responsibilities in accordance with school policies and procedures and statutory requirements.
Areas of Accountability	<ul style="list-style-type: none">• Supervision and feeding of pupils in the dining hall• Supervision and playing with pupils in the playground and other areas such as the soft play room• To be aware of any health and safety and child protection concerns and report them
General Responsibilities	<ul style="list-style-type: none">• Supervision of pupils in the dining hall, including:• Where appropriate, supervise pupils with general hygiene requirements (washing, toileting, changing clothing etc. in accordance with school policy) prior to entering the dining hall.• Encouraging pupils to eat (including those with packed lunches) Being aware of pupils on special or restricted diets for medical reasons from information provided at the school.• Assisting pupil with cutting up food, pouring liquids and using cutlery and crockery appropriate for their needs• Encouraging social skills and good table manners, ensuring safety with knives and forks. Ensuring pupils tidy/clear up in a satisfactory manner.• Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils / staff.• Dealing with any bodily spillages in the dining hall in accordance with infection control procedures, ensure pupil goes to the medical room if appropriate.• Follow individual pupil programmes and allow them to make choices • Supervision of pupils in the playground and about other school premises:• Preventing bullying, being aware of changes in and encouraging friendships, encouraging socialising, play skills, participation in games etc.• Discouraging any dangerous activities. Dealing with unacceptable or challenging behaviour under the guidelines in the school. Be aware of the pupils who have individual behaviour plans, and follow them.

	<ul style="list-style-type: none"> • Follow the school / class / individual reward systems • Inside the school premises in inclement weather, occupy pupils in a variety of games and activities. • Follow the Guidance in the school Health and Safety Policy • Associated Duties: • Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the School's agreed procedures. • Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures. • To be aware of and follow procedures laid down for individual pupils when having an epileptic fit or asthma attack. • To be aware of all pupils' medical needs and the procedures laid down in the care plans. • To attend regular INSET training sessions. • To be responsible for your own positive mental health and to support pupils and staff to be mentally healthy and aware. • To maintain vigilance at all times in regards to all aspects of safeguarding. To follow reporting procedures in line with school policy. 		
Conditions of service:	Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as appropriate.		
Signed member of staff		Date	
Signed appraiser		Date	
Approved Executive Head Teacher		Date	



PERSON SPECIFICATION

Midday Supervisor

	Essential	Desirable
Qualifications		<ul style="list-style-type: none">• Ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary• Ability to choose the right kind of vocabulary for the situation in hand without a great deal of hesitation• Ability to listen to customers and understand their needs• Ability to tailor your approach to each conversation to be appropriate to the customer, responding clearly with fine shades of meaning, even in complex situations
Experience	<ul style="list-style-type: none">• Experience of working with children (either paid or unpaid)	<ul style="list-style-type: none">• Experience of supervising pupils in a school / feeding children who cannot feed themselves
Knowledge	<ul style="list-style-type: none">• Knowledge of basic Health and Safety and First Aid	<ul style="list-style-type: none">• A knowledge and understanding of the welfare and social needs of pupils with special needs during the mid-day break
Skills and Ability	<ul style="list-style-type: none">• Effective communication skills.• Ability to work effectively as part of a team and to apply given instructions.• Ability to react calmly and quickly in an emergency.	



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Safeguarding

The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced DBS check and barring service check. We will also undertake an online search as part of our diligence.

Equal Opportunities

We are committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work full time, part-time or on a flexible basis.



To apply for this vacancy, please download and fully complete the TKAT application form.

Once completed please return to hr@shenstone-tkat.org

Please be advised that references will be taken for all shortlisted candidates prior to interview and in accordance with the terms stated on the application form.

Only those shortlisting for interview will be contacted.