Welcome to Hayfield Cross Church of England School

Could you be our next Team Orange hero?

Thank you for your interest in the role of Lunchtime Supervisor at Hayfield Cross Church of England School. This is an amazing opportunity to be a part of our fantastic Team Orange and we hope you will feel inspired to apply. We are looking for an enthusiastic, hard-working individual who will be committed to ensuring that every moment the children spend at school is the very best it can be.

In September 2017 we will be growing again with more classes and so are looking for a new Lunchtime Supervisor. Details of this role can be found with the application information on the following page.

We are very proud of our staff who work very hard to provide an exceptional learning experience for the children and enjoy being part of our close-knit team. We expect everyone to be totally committed and willing to go the extra mile every day to make our school a success and be actively involved in all aspects of school life. We are proud to be a Church of England School and this is reflected through our Christian Values of Joy, Integrity and Fellowship which are upheld by everyone in our school community.

Since opening in September 2015 Hayfield Cross has grown rapidly and next year we estimate we will have around 200 children in the school when we will have seven classes, two Reception, two Year 1, a Year 2, Year 3 and Year 4. Our school will continue to grow over the coming years and once full will have 420 children on roll (as a full 2FE primary school). Hayfield Cross Church of England School is situated on Hanwood Park, the new Kettering East development situated between Barton Seagrave and Cranford (currently accessed off the Cranford Road). Hayfield Cross is the first building on the development and will be the hub of the growing community as it grows around us.

For more information about our school please visit our school website http://hayfieldcross.org.uk. Applications can be made by downloading the application pack from the Teach Northants website.

We hope that you will be excited about this incredible opportunity to be part of our school and look forward to hearing from you.

Yours sincerely

Craig Charteris

Craig Charteris MA, BA(Ed), CPSE, NPQH
Head Teacher
Lunchtime Supervisor Required

Requirements

We are looking for an enthusiastic and brilliant Lunchtime Supervisor to become the newest member of our team. Hayfield Cross is a brand new school which opened in September and is growing. As part of our new and expanding team we need and expect everyone to be totally committed to providing the very best education for all children and willing to go the extra mile every day to make our school a success.

The right person for Hayfield Cross will:
- Be positive with a can do attitude and a smile.
- Have the ability to deal professionally and sensitively with children, parents and teachers.
- Be prepared to develop a range of positive behaviour management skills.
- Have good communication skills.
- Great teamwork skills, a good sense of humour and a willingness to "go the extra mile."
- Have a willingness to undertake further training as required.

At Hayfield Cross Church of England School we are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. The successful candidate will be subject to an enhanced DBS check, medical check, references and other checks.

Description

This is a unique opportunity for an enthusiastic and committed individual to join our team. The school opened in September 2015 and continues to grow and develop each year. From September 2017 we will have 7 (Years R-4) classes and will continue to grow until it reaches its full capacity of 420 pupils, aged 4 to 11 over the coming years.

The role is primarily to provide a safe environment for the children and to be responsible for supervising and assisting them over the lunchtime period. It will include the:
- Setting up of the hall ready for lunch
- Supervision of the children while eating
- Clearing away of table and cleaning up the hall
- Supervision of the children at playtime including playing and leading games with the children and supporting them to resolve issues.
- Ensuring children are actively occupied during wet playtimes.

The post is for 7.5 Hours per week from 11:45am -1:10pm Monday to Friday for 38 weeks/year during term times.

Pay Scale: LGS Scale - Point 8 (£13268 pro rata – the salary is quoted as full time equivalent. This is a part time post and will be paid pro-rata).
For more information about our school please visit our website www.hayfieldcross.org.uk

We would like the successful candidate to start as soon as possible following checks being completed as we have the vacancy from September 2017. This will be an open application window and all applicants will be considered on a regular basis and then successful applicants will then undergo a full interview recruitment process.
**Lunchtime Supervisor Application Pack**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Lunchtime Supervisor</th>
<th>Job Category:</th>
<th>Mid-day Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Hayfield Cross Church of England School</td>
<td>Travel Required:</td>
<td>No</td>
</tr>
<tr>
<td>Level/Salary Range</td>
<td>Scale point 8</td>
<td>Position Type:</td>
<td>Permanent Part Time Pro Rata (7.5 hours/week – 38 weeks/year)</td>
</tr>
<tr>
<td>Date Posted:</td>
<td>25th February 2016</td>
<td>Closing Date:</td>
<td>21st March 2016</td>
</tr>
</tbody>
</table>

**HOW TO APPLY**

Along with your application form (on the standard application form provided) for your supporting statement please write no more than one side of A4 pages outlining any relevant information on these bullet points:

- Any prior experience of working with children, especially in a school setting
- Values education and the difference it makes to children’s lives
- Has initiative and is proactive in spotting problems and solving them
- Good communication skills and working within a team
- Ability to ensure all statutory health and safety requirements are met
- An understanding about confidentiality and safeguarding in school.

Applications MUST be made using the online application form via the [www.teachnorthamptonshire.com website](http://www.teachnorthamptonshire.com).

The CV and supporting statement should be completed on the schools standard format (available from the school office of the school website [http://hayfieldcross.org.uk/index.php/information/vacancies](http://hayfieldcross.org.uk/index.php/information/vacancies) and uploaded in the personal statement section. There is no need to submit a separate CV.

Please note that we are committed to safer recruitment and safeguarding and all offers of employment will be conditional pending references, enhanced DBS and medical checks.

**Applications should be returned as soon as possible, electronically or by post to:**

Dawn Fraser, School Business Manager  
[bursar@hayfieldcross.org.uk](mailto:bursar@hayfieldcross.org.uk)

Hayfield Cross Church of England School  
Hayfield Crescent  
(off Cranford Road)  
Kettering  
NN15 5FJ