



Lunchtime Supervisor





Welcome from the Chair of the Board of Directors

We are delighted that you are interested in applying for a position at the Northampton Primary Academy Trust (NPAT).

The Northampton Primary Academy Trust Partnership (NPAT) was founded in August 2012 and was built on the vision of five Headteachers to bring together like-minded schools to provide quality first teaching and learning to all children across member schools, delivered and supported by passionate personnel of the highest professional calibre. Our member schools come in many shapes and sizes, from small to large, split site primaries, and cover a diverse geographical range and socio-economic mix.

Our vision is to achieve 'educational excellence; creating opportunities and enriching lives'. To achieve this, our mission is to develop a Multi-Academy Trust of highly effective and sustainable schools. NPAT schools all share a common vision and are committed to the NPAT values, whilst retaining the freedom to innovate and develop their own identity and character.

The Trust is built on the principle of synergy; that a collaboration of vibrant and successful schools can achieve collectively what a single school couldn't achieve alone. NPAT improves our schools using teamwork and innovation through partnership working that brings together children, parents, teachers, governors and school leaders.

From the original five schools we have seen progressive growth, with eleven schools currently on board. Whilst we grow in size, the Directors and Executive Team are keen to ensure that we retain the values and ethos upon which our Trust was originally built.

Joining our Trust will mean that you will benefit from excellent opportunities to learn and further your career, through strong collaboration and good career progression opportunities across our school network, and you will have great fun along the way.

We are on an amazing journey and we would be delighted to welcome you on board to be an integral part of it.

Thank you

Jeremy Stockdale



Dear Applicant

Thank you for your interest in furthering your career at Northampton Primary Academy Trust. We aim to appoint and retain the highest calibre of staff at all levels. We work hard to ensure that our staff have every opportunity to develop as professionals throughout their career.

We are committed to developing the best working practices for our staff and ensure that staff working conditions, workload and well-being are at the heart of our thinking.

Our NPAT Staff Pledge shows our ongoing commitment to our workforce and we try to ensure that anyone working in an NPAT schools can expect:

- A fair and reasonable workload.
- High quality training and CPD opportunities that meet the needs of individual members.
- A fair pay and reward package at least equal to the national agreement for teachers, and the Local Authority pay scale for support staff.
- Support and incentive to ensure positive well-being.
- Higher priority placement in the school that you work at for the admission of staff children.

NPAT is committed to providing the most innovative, creative and inclusive education possible. We pride ourselves on high expectations and outcomes for our children through a curriculum which is aimed at nurturing the whole child academically and personally.

We are committed to the personal and professional development of our staff, offering innovative, collaborative and supportive approaches to training and development courses in priority areas. We are always keen to hear about the professional needs of our staff, so please feel free to let us know of any areas that you feel we could support you with.

NPAT always aims to be at the forefront of the latest educational thinking and research, including our current work on curriculum development which will provide clarity to teachers about wider curriculum content so that their valuable time can be spent concentrating on delivery and personalising this to meet the needs of their learners. We aim to work with the very best educational researchers and give our staff every opportunity to hear the latest research evidence tied in to our education strategy and priorities.

We hope that you will join us in one of our NPAT schools and look forward to working closely with you.

Yours sincerely,

Julia Kedwards, OBE

NPAT Chief Executive Officer

Follow us on Twitter: @NPATrust, **Telephone/text:** NPAT Office 07741 654181

Email: recruitment@npatschools.org, **Website:** <https://npatschools.org/index.php>

"The Northampton Primary Academy Trust (NPAT) is committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including the right to work in the UK, a health check, an enhanced DBS check and satisfactory references."



The Northampton Primary Academy Trust (NPAT)

NPAT was formed in 2012 by a group of five Northampton Schools who believed that by working together, they could achieve something truly special for children across Northampton Town. NPAT is now a collaboration of eleven schools representing 4350 fabulous children and 700 amazing staff. Our schools are:

Abington Vale Primary School

Blackthorn Primary School

East Hunsbury Primary School

Ecton Brook Primary School

Headlands Primary School

Lings Primary School

Rectory Farm Primary School

Simon de Senlis Primary School

Thorplands Primary School

Upton Meadows Primary School

Weston Favell Primary School

In September 2021, we look forward to opening our Free School in the Duston area of Northampton, taking our total to twelve primary schools.

NPAT is driven by a vision of innovation, high aspiration and achievement, and a commitment to sport and the arts. This approach is encapsulated in our motto:

'Achieving Extraordinary Things'

NPAT schools all share a common vision - ***to achieve educational excellence, create opportunities and enrich lives*** - and are committed to shared principles and approaches whilst retaining the freedom to innovate and develop their own identity and character. Our schools span a range of communities and locations across the town, and we are able to offer staff opportunities to collaborate with others across the Trust.

The partnership is built on the principle of synergy; our collaboration of vibrant and diverse schools can collectively achieve more than a single school working alone. NPAT schools improve using collaboration and innovation through partnership working that brings together children, parents, teachers and school leaders, with the understanding that we are one organisation with many different sites:

'My school is your school; your children are 'our' children.'

Within the partnership, schools will have a range of strengths and needs and will be at different stages in their improvement journey. All schools are committed to an ethos of mutual support, sharing of best practice and co-creation of NPAT policies and curriculum approaches.

Upton Meadows Primary School

Upton Meadows Primary School is a happy and successful two-form entry school on the outskirts of Northampton and in April 2018 we converted to become an academy and joined the Northampton Primary Academy Trust. At Upton Meadows we are passionate about learning and believe we are creating the superstars of the future. We hope to inspire our children to strive for the very best for themselves, their friends and the whole school community: we want them to know that they are unique, respected and well cared for.

We believe that all children should receive great teaching and be able to leave our school with the academic foundations for success in the future. As a school we recognise the importance of developing the whole child by encouraging and celebrating all their different gifts and talents, be they sporting, academic, musical, theatrical or anything else!

Staff work hard at school and are committed to ensuring that children are challenged and supported to achieve highly. We will ensure that our children become confident, well-rounded individuals who are successful learners in all ways and who want to learn because they have high aspirations for themselves.

A core set of values underpin our ethos and curriculum, influencing our interactions with each other and our attitudes to learning. RESPECT is at the centre of everything we do in school—respect for others, for yourself and for the school and wider environment. We strongly believe in our place at the heart of the community we serve and seek to establish strong links with our parents and the wider local area.





Job Description Lunchtime Supervisor

Post Holder: Lunchtime Supervisor

Responsible to: Senior Lunchtime Supervisor/School Operations Manager

Upton Meadows Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The role of Lunchtime Supervisor is to ensure the security, safety, well-being and care of the pupils of the school and to promote their social, emotional and physical development during the lunchtime period.

Areas of Responsibility and Key Tasks-

POST DETAILS	
Post Holder Name:	Lunchtime Supervisor
Responsible to:	Lead Lunchtime Supervisor/School Operations Manager
Liase with:	Lunchtime Staff, Catering Staff, Senior Leadership Team, Support Staff ,Teaching Staff and Children
Responsible for:	N/A
Hours:	8.75 hours per week (12.45pm -1.30pm) 5 days per week, term time only.
Starting Salary:	NCC Support Staff Pay Scale C (Point 2-3)
Key responsibilities:	<ol style="list-style-type: none"> 1. Financial Management of School budgets 2. ICT Procurement
KEY RESPONSIBILITIES	
1 – Main Duties and Responsibilities:	<ul style="list-style-type: none"> • To supervise pupils, during the lunch period in the dining hall, playground areas and school premises, ensuring safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline. • To report to the team at beginning of the lunch period and receive any instructions regarding lunch duties. • To monitor the behaviour of pupils discouraging in a positive way any anti-social behaviour and reporting any incidents to the Senior Leadership Team and class teacher as appropriate. • Incidents which are zero tolerance should be reported to the Headteacher, Deputy or Phase Leader.

	<ul style="list-style-type: none"> • To ensure the safety and well-being of children providing emotional support where necessary. • To arrange and supervise appropriate play and physical activities under the direction of the Senior Leadership Team. • To ensure that all pupils who suffer any injury or accident receive first aid and are dealt with appropriately in accordance with the school's agreed procedures.
2 – Dining Hall or Classroom	<ul style="list-style-type: none"> • Assist with the setting up and clearing of the hall or classroom for lunch for the children. • Before entering the hall, ensure that the children have washed their hands or used hand gel. • To organise dinner queue and seating to provide a calm and orderly entrance of pupils into the hall and from the hall to the playground. • Promoting and ensuring good behaviour and calm atmosphere. • Dealing with any misbehaviour that may occur in accordance with school's behaviour policy. • Addressing issues calmly and politely and in doing so being a good role model to the children. • Report as appropriate incidents to the Senior Leadership Team. • To encourage all pupils to eat especially those with special needs or disabilities and to assist children with cutting up food, opening tubs, pouring water etc. where appropriate to e.g. age of child, needs of child as necessary. • To encourage social skills and good table manners, ensuring safety with knives and forks. • To clean up spillages of food and to organise clearing cutlery and crockery of tables.
3 – Playground	<ul style="list-style-type: none"> • Where appropriate to collect pupils from classrooms ensuring they are adequately dressed for the weather conditions. • To supervise and control entrance and exit by pupils to school premises and ensure calm orderly conduct in accordance with the school's high expectations. • To actively support play, games and sports activities in terms of the setting out of equipment, organization of games/activities and show the importance of keeping the rules, playing fairly etc and report any problems to a member of SLT.
4 – School Premises	<ul style="list-style-type: none"> • To supervise pupils and promote good behaviour on the school premises in the hall, classrooms and through the corridors, during lunchtimes and in the classroom when children are inside because of the inclement weather. • To ensure that, when classrooms are used during the lunch break because of inclement weather that the children are

	<p>quietly occupied and that the classroom is left tidy, ready for the afternoon school.</p> <ul style="list-style-type: none">• To check toilet areas regularly to ensure they are clean and being used appropriately. To report any problems to the Site Supervisor.• To take part in training appropriate to role of Lunchtime Supervisor.• To take part in any appraisal arranged by the school.• To undertake any other duties consistent with the purpose of the job.
--	--

Statement of Equality

Northampton Primary Academy Trust is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills. Applications are invited from all members of the community. We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff and Governors treat visitors, volunteers, contractors and former staff members.

Safeguarding

Nothing is more important than keeping all our children safe, especially the most vulnerable. The NPAT Partnership is fully committed to ensuring that children with SEND, those eligible for Pupil Premium funding and other vulnerable groups are able to achieve as highly as possible. Schools within the partnership will have the most rigorous and updated procedures and policies which help keep children in our care safe. We will ensure that all vulnerable groups of children achieve highly, when compared to their peers nationally, through the following measures:

- All schools will be subjected to an annual safeguarding audit
- All schools will hold the Inclusion Quality Mark (IQM)
- Behaviour and Safety of children will be outstanding in all our schools

Our Trust policy can be found here:

<https://npatschools.org/index.php/npat-information/safeguarding>

How to Apply

To apply for this position, please complete the attached Trust Application Form and submit, together with a letter of application of no more than two sides of A4 supporting your application.

Please return by email to elaine.dawson@uptonmeadows.org or by post to Clare Searing, Headteacher, Upton Meadows Primary School, The Square, Upton, Northampton, NN5 4EZ.



Closing date: **Friday 19th March 2021 5pm**, anticipated interview date **w/c 22nd March 2021**

Start date: **12th April 2021 or asap**



GDPR Recruitment Privacy Notice

Policy Statement

We are Northampton Primary Academy Trust. As part of your application to join us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual’s personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual’s personal data is known as “processing”.

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we process during your application process?

We may collect, hold, share and otherwise use the following information about you during your application process.

Up to and including shortlisting stage:

- your name and contact details (i.e. address, home and mobile phone numbers, email address);
- details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
- your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- information regarding your criminal record;
- details of your referees;
- whether you are related to any member of our workforce; and
- details of any support or assistance you may need to assist you at the interview because of a disability.

Following shortlisting stage, and prior to making a final decision

- information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;*
- confirmation of your academic and professional qualifications (including seeing a copy of certificates);*



- information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity;*
- your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;*
- medical check to indicate fitness to work;*
- a copy of your driving licence (or other appropriate documentation as listed on the Home Office list);*
- if you are a teacher, we will check your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions);* and
- equal opportunities' monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

Where do we get information from about during your application process?

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), and the Home Office, during the recruitment process.

Why do we use this information?

We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

- to assess your suitability for the role you are applying for;
- to take steps to enter into a contract with you;
- to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching; and
- so that we are able to monitor applications for posts in the Trust to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.



How long will we hold information in relation to your application?

We will hold information relating to your application only for as long as necessary. If you are successful then how long we need to hold on to any information will depend on type of information. For further detail please see our Retention and Destruction Policy.

If you are unsuccessful we will hold your personal data only for six months, after which time it is securely deleted.

Who will we share information with about your application

We will not share information gathered during your application process with third parties, other than professional advisors such as legal as HR advisors.

Rights in relation to your personal data

All individuals have the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact:

Ian Sharpe, NPAT Data Protection Officer dpo@npatschools.org

Please also refer to our Data Protection Policy for further details on making requests for access to personal data.

Individuals also have the right, in certain circumstances, to:

- Object to the processing of their personal data
- Have inaccurate or incomplete personal data about them rectified
- Restrict processing of their personal data
- Object to the making of decisions about them taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of their data protection rights
-

If an individual wants to exercise any of these rights then they should contact the Trust's Data Protection Officer. The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then the individual will be notified of the reasons why in writing.

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Protection Officer in the first instance. However an individual can contact the Information Commissioner's Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>.

Contact

If you would like to discuss anything in this privacy notice, please contact:

Ian Sharpe, NPAT Data Protection Officer dpo@npatschools.org

Document History

Version 1.0, May 2018

