



NORTHAMPTON PRIMARY
ACADEMY TRUST PARTNERSHIP



Lunchtime Supervisor





Welcome from the Chair of the Board of Trustees

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 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 twelve schools currently on board and a thirteenth due to open in September 2022. Whilst we grow in size, the Trustees 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

'Achieving Extraordinary Things'

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 into 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 fourteen schools representing more than 4500 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

Langland Community School (Milton Keynes)

Lings Primary School

Park Junior School

Rectory Farm Primary School

Simon de Senlis Primary School

Stanton Cross Primary School

Thorplands Primary School

Upton Meadows Primary School

Weston Favell Primary School

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.

Lings Primary School

Lings is a wonderful school with a tremendously positive working atmosphere and children who have a natural thirst for learning.

Our staff are committed in ensuring that our children get the best possible education. We work hard to ensure that all children feel cared for and are supported on their learning journey. We strive to meet the needs of individual children and support them in becoming enthusiastic and successful learners.

We are seeking to appoint an efficient, motivated and friendly person to join our team.

You will need to be

- Enthusiastic
- Have a flexible approach to working
- Have the ability to work effectively as a team
- Display initiative
- Be reliable with a sense of commitment

In return we can offer

- Friendly, supportive, motivated and dedicated staff
- A commitment to your professional development
- The wider opportunities are extensive and there is a large range of extra-curricular clubs for children, from Sports to Music and Dance clubs. The school participates in local and Trust sporting and musical events and competitions and has strong links with both local and wider communities.
- A trust that is driven by effective CPD to develop staff at all levels

We look forward to welcoming you to our school.

Matthew Bushell
Head of School



Job Description Lunchtime Supervisor

Salary £10.79 per hour, FTE £20,812 (pending pay review)

To ensure the security, safety and well-being, and care of the pupils of the school and to promote their social, emotional, and physical development during the lunch time period.

Main Duties and Responsibilities:

- To supervise pupils, during the lunch period, in dining hall, playground areas and school premises, ensuring the 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 with regard to 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 Head teacher, Deputy or Phase Leader.
- 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 Deputy Head Teacher.
- To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.

Dining Hall or Classroom

- Assist with the setting up and clearing of the Dining Hall or Classroom for lunch.
- Before pupils enter the dining hall, to ensure that pupils have washed their hands or used hand gel .
- To organise dinner queue and seating to provide a calm and orderly entrance of pupils into dining hall and from dining hall to playground.
- Promoting and ensuring good behaviour and calm atmosphere.
- Dealing with any misbehaviour that may occur in accordance with the school's behaviour policy.
- Addressing issues calmly and politely and in doing so being a 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 off tables.

Playground

- Where appropriate, to collect pupils from classroom ensuring that they are adequately dressed for the weather conditions.
- To supervise and control entrance and exit by pupils during the lunch break to school premises and ensure calm orderly conduct in accordance with the school's high expectations.
- To actively support Play, Games and Sport Activities in terms of the setting out of equipment, organisation of games / activities and show the importance of keeping the rules, playing fairly etc. and report any problems to a member of SLT.

School Premises

- To supervise pupils and promote good behaviour on the school premises in the hall, classrooms and through corridors, during lunchtimes and in addition when children are inside because of inclement weather.
- To ensure that, when classrooms are used during the lunch break because of inclement weather that the children are quietly occupied and that the classroom is left tidy, ready for afternoon school.
- To check toilet areas regularly to ensure that they are clean and being used appropriately. To report any problems to the Senior Leadership Team.
- To check toilet areas regularly to ensure that they are clean and being used appropriately. To report any problems to the site supervisor.
- To take part in training appropriate to the job of lunchtime supervisor.
- To take part in any appraisal arrangement made by the school.
- To undertake any other duties consistent with the purpose of the job.

Lunchtime Supervisor Person Specification

Attributes	Essential	Desirable
Qualifications/Training		
Education		Five GSCE's, including Maths and English.
Experience		
Working with children		Experience working with primary school aged children through work or volunteering.
Knowledge and Understanding		
Safeguarding	Ability to work in a way that promotes the safety and wellbeing of children and young people.	Has completed safeguarding training.
Grammar, spelling, punctuation		Good level of English grammar, spelling, punctuation.
Skills		
Relationships	Ability to establish and develop effective relationships within the school community and a year group team, including: <ul style="list-style-type: none"> • Teaching Colleagues • Support Staff • Governors/Trust Directors • Parents 	
Interpersonal and communication skills	Ability to communicate effectively. Prompt at completing tasks, good at using initiative. Flexible and approachable, resilient under pressure.	
Attitudes		
Personal	A positive approach to the role and responsibilities. Demonstration of a growth mind-set.	
Equal Opportunities	Commitment to equality of opportunity and access. Commitment to race, gender equality and social inclusion.	

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 can make best use of their skills. Applications are invited from all members of the community.

We do not discriminate against staff based on 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:

HOW TO APPLY:

To apply for this position, please complete a Northampton Primary Academy Trust Application Form and submit, together with a letter of application of no more than two sides of A4 supporting your application - summarising your proven ability relating to the job description and person specification.

Please return by email to angie.manning@lingsprimary.org.uk

Start date June 2023

Closing date: 29th May 2023

Interview date: Week commencing 5th June 2023

Please contact Angela Manning on 01604 410369 to arrange for a school tour.



