

# Severn Bridges Multi-Academy Trust



Sundorne Infant School & Nursery

## Lunchtime Supervisor Recruitment Pack



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# Sundorne Infant School & Nursery Recruitment Pack

## Headteacher's Welcome

### Our School:

Sundorne Infant School and Nursery is a thriving, happy and caring school, with a strong commitment to working in close partnership with parents and the wider community. We are positioned on the north side of Shrewsbury not far from Haughmond Hill and is a larger than average sized Infant school for Shropshire. The school relocated to our new site in April 2022, we are very fortunate to have a lovely new building and also to share the site with Harlescott Junior School which ensures a smooth transition for our children. Most of our pupils live within the surrounding area and some from the wider Shrewsbury area. The school leadership team consists of the Headteacher and a Deputy Head, along with a SENDCo and a Keystage lead. The school has a very supportive Local Governing Body, who are very much involved in the school throughout the year. We had a very successful Ofsted inspection in November 2021, achieving a 'Good' rating overall.

At Sundorne Infant School and Nursery we continually strive so our children will become inspirational role models. They will benefit from a bespoke curriculum delivered through engaging learning experiences in a safe, happy, nurturing environment. Our children will be educated to a high academic standard and they will leave our setting having grown into emotionally resilient individuals. When children leave us, they will have the solid foundation that will allow them to develop further and reach their full potential.



# Sundorne Infant School & Nursery Recruitment Pack

## Our School Vision

“Grow Together, Achieve Together!”

Haughmond Schools would like to invite you to be part of our school family. Our dedicated team are committed to offer the finest primary school experience to your children. We aim to further support our close community as we bring together two thriving schools onto one site, whilst maintaining their exclusive identities. With our pursuit for excellence in education, adaptability is our strength. Our children will be educated to a high academic standard and they will leave our setting having grown into emotionally resilient individuals.

Our Schools are united as staff, school and home to continually strive so our children will become inspirational role models. They will benefit from a bespoke curriculum delivered through engaging learning experiences in a safe, happy, nurturing environment. An appreciation of the outdoors and a strong focus on physical and mental well-being will naturally develop alongside their learning journey. Their friendships will be rooted in mutual respect and tolerance as a result of our consistent teaching of our values, promoting inclusivity and diversity. When your child leaves us, they will have the solid foundation that will allow them to build a successful, exciting and fulfilling life.



# Sundorne Infant School & Nursery Recruitment Pack

## Welcome to our MAT

Severn Bridges Multi-Academy Trust provides a secure and welcoming environment for our children and staff.

We value each child as a unique individual and seek to nurture and support them to become positive, well balanced people equipped for their next steps in life.

Our curriculum is balanced and inclusive, helping every child to achieve the highest academic standards possible, while developing their individual skills, talents and attributes.

The holistic approach of our Darwin Growth Curriculum supports this and encourages non-academic success and extra-curricular opportunities.

We are fully committed to quickly identifying children's barriers to learning and offering first rate support to children with additional needs. We value and celebrate diversity and offer equitable opportunities for all, ensuring children are happy and well motivated.

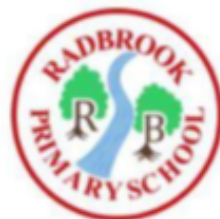
As a close knit family of schools we work in partnership towards our shared vision; learning from each other and sharing good practice, while celebrating each school's uniqueness and contribution to its own community.



Greenfields Primary  
School



Mount Pleasant  
Primary School



Radbrook Primary  
School



Sundorne Infant  
School and Nursery



Harlescott Junior  
School

# Severn Bridges Multi-Academy Trust

Sundorne Infant School & Nursery is looking to appoint a hard-working Lunchtime Supervisor to work within our busy school environment. We can offer you a positive and thriving school environment, a great team of staff, a commitment to continuing professional development and some pretty fantastic children too!

**School:** Sundorne Infant School & Nursery

**The Post:** Lunchtime Supervisor

**Contract Type:** Permanent, 5 hrs a week

**Required from:** ASAP

**Closing Date:** Wednesday 6th November

**Interviews:** Wednesday 13th November

## Salary

Grade 2, £11.59 per hour,  
Permanent contract,  
5 hours per week, term time only,

Monday - Friday 12.00 - 1.00pm

## Equal Opportunities

Severn Bridges Multi-Academy Trust is an Equal Opportunities Employer. Applications are welcome from suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, age, marital status, sex, sexual orientation or disability.

## Safeguarding

The post is subject to Enhanced DBS with children's barred list check alongside other pre-employment checks in accordance with KCSIE. Please see Severn Bridges MAT's safeguarding statement at: [www.severnbridgesmat.co.uk/our-policies/](http://www.severnbridgesmat.co.uk/our-policies/)



## How to apply

Further details and an application form are available on our website

<https://www.haughmondfed.net/our-schools/vacancies>

## Visits

Visits to our school are strongly encouraged.

Please contact us on 01743 462087 or email [recruitment@haughmondfed.net](mailto:recruitment@haughmondfed.net) if you would like to book a visit.

# Severn Bridges Multi-Academy Trust

## Lunchtime Supervisor Job Description

### Purpose of Post

Under the direction of senior staff; support and supervise the children at lunchtime in the dining hall, and care for and play with the children on the school grounds when the weather is fine, or in the classroom when it is wet.

### Principal Duties and Responsibilities

#### 1. Main Responsibilities

- Supervise and help the children to eat their lunches.
- Maintain calm discipline according to the rules of the schools.
- Interact with the children and organise games and activities during wet and dry lunchtimes.
- Assist in clearing the hall and cloakrooms, and the classrooms after a wet lunchtime.
- Deal with any incidents and/or accidents involving children, administer first aid where applicable and record in the appropriate books.
- Monitor the playground; watching for fights, possible bullying, isolated children and people arriving and leaving the site.
- Liaise with senior members of staff regarding issues arising and possible courses of action.

#### 2. Other Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, discipline, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

#### 3. Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.

#### 4. Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Data Protection JD for school staff.

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## Lunchtime Supervisor Job Description

### 5. Other Duties

- Any other duties that the Headteacher, EHT/ CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

### 6. Review and Signatures

- This job description is subject to review by the Headteacher/EHT/ CEO/ Governing Body/ Trustees in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

# Severn Bridges Multi-Academy Trust

## Lunchtime Supervisor Person Specification

### Person Specification

#### Supervisory Assistant (Lunchtime) Level 1 Grade 1 (SCP1)

	Essential	Desirable
<b>Qualifications</b>	- Good standard level of education	- First Aid qualification
<b>Work or relevant experience</b>		- Experience of working with children - Experience of working in an educational setting or other relevant environment
<b>Knowledge and understanding</b>	- Basic awareness of first aid (or willingness to undertake training)	
<b>Skills and Abilities (relevant to post)</b>	- Willingness to participate in training and development opportunities - Sufficiently fluent in spoken English to ensure effective performance in the role	
<b>Personal Qualities</b>	- Good communication skills - Ability to relate well to children and adults - Enjoy working with children - Ability to work well as part of a team - Flexibility and reliability - Ability to maintain confidentiality	
<b>Special Conditions</b>	- Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check	