

CAREER OPPORTUNITY

Lunchtime Supervisor - Permanent



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HIRING!**



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US**



Headteacher: Brian Thomas

Monkmoor Campus, Woodcote Way, Shrewsbury, SY2 5SH

 01743 563333

 www.severndaleacademy.co.uk

Dear applicant,

I would like to firstly thank you for expressing your interest in our amazing school. I know you will discover that Severndale is not only a school but also an environment that places our children at the heart of everything we do. Severndale Academy is a special school in Shropshire and is a key part of the Learning Community Trust, a multi academy trust working across Shropshire and Telford. Our provision is split across three sites including our main Monkmoor site, a specialist provision working within the Mary Webb mainstream secondary school and also our post 16 – 25 provision based at Shrewsbury College called Futures.



My name is Brian Thomas and I am the Principal of Severndale. We have a very clear vision for our school that drives us every day and in everything we do. We ensure that the needs of all our young people are ‘truly met’ and that we ensure all our pupils leave Severndale being as independent as they can be, being ready to access ‘life beyond the school’ as safe, happy, confident young people.

I feel privileged to work at our school and am so proud to be leading such a fantastic team of staff. You will be joining what can only be described as a team, teachers and support staff work closely and relentlessly to meet our vision. They tirelessly support our young people and their families with additional needs every minute of every day to ensure our children have the best of everything. Every member of staff is passionate about our children and have all developed the knowledge they need through high quality training we provide in school, through the Trust and through leading external experts. This training enables staff with no experience to feel confident in all aspects of their role and our most experienced to become true experts in their field.

Our outstanding staff focus on developing our young people through quality interactions, building strong relationships and supporting positive communication, all within the vehicle of high-quality learning experiences in a dynamic, creative, enjoyable and safe environment.

Whilst our children are the heartbeat of the school, our staff are the driving force. They create the environment and ethos of the school through their dedicated and passionate approach. I hope when you read the information about this role and our school you are excited by the prospect of joining us, working with our amazing young people who will make you smile every day, and developing a career in which to flourish.

I would welcome the opportunity to meet with you and provide you with a tour of our school. If you would like to come and visit, please contact Nic Copeland, HR Officer (nic.copeland@severndaleacademy.co.uk).

I look forward to meeting with you and you joining our amazing team.

A handwritten signature in black ink, appearing to read 'B Thomas'.

Brian Thomas
Principal

About our School

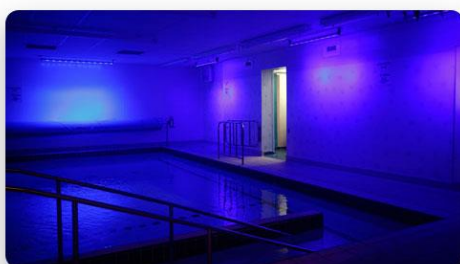
Severndale Academy was established in September 1995 following the reorganisation of provision for children with special educational needs in Shropshire. In September 2008, a large scale development was completed at the site on the Monkmoor Campus. In September 2011 a second provision based at Mary Webb School and Science College opened to cater for secondary aged pupils with moderate learning difficulties. In November 2014 our Futures provision in conjunction with Shrewsbury College providing work related learning for the students.

Our children are amazing and a pleasure to work with, we pride ourselves on the relationships at staff level but especially with our children and their families. Our staff are rewarded every day knowing that they are making a difference to the young people's lives, their families and the community. Our young people are aged 2.5 to 25 and have a range of learning difficulties. These include moderate, severe, complex and profound learning difficulties, those with autism, complex medical conditions and physical and mobility difficulties.

Our curriculum drives how our school works and we also use a range of models to provide our children with active learning through motivating, exciting activities. We encourage children to make choices, solve problems, develop independence and most importantly, have fun!

To enable this high level of education and create an environment for our students that we are proud of we benefit from the most amazing staff. Every member of staff is valued for the role they have, no position is more important than another and it is recognised at all times that the staff need each other for the school to run effectively for the children. Our highly trained internal staffing is complemented by significant external specialist support such as Health professionals, speech and language therapist and physiotherapists.

Our school offers a truly rewarding career, roles with progression and high-level training. Our children and young people make working at Severndale satisfying and gratifying. To find out more about our school please visit our website: [Severndale Academy](http://www.severndaleacademy.co.uk)



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JOB DESCRIPTION – *Lunchtime Supervisor*

Purpose of the Post:

While working under the instruction of the teaching staff and nominated teaching assistants, a Lunchtime Supervisor will support the personal needs of pupils through play, assisting with their personal welfare and feeding of an individual or small group of pupils.

Level of Post:

Responsible to the Class Teacher, Department Coordinator / Assistant Principal in which you work, Vice Principal and ultimately the Principal.

Duties and Responsibilities:

Lunchtime Supervisor Responsibilities

- Supervise and assist the children to eat their lunches according to their feeding plans
- Participate in play activities, whilst pupils are in recreation time during wet and dry lunchtimes
- To provide intimate care for children under the direction of classroom staff
- Cleaning up spillages and sickness
- Helping to clear away food, clean and stack tables / chairs after the children have left the dinner hall
- To be flexible and understanding within the working environment

Support for Pupils

- Attend to pupils' personal needs including physical, hygiene and welfare matters
- Supervise and support pupils ensuring their safety
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others, and engage in activities
- Encourage pupils to act independently as appropriate
- Be aware of pupil problems / progress / achievements, and report to the teacher as agreed

Support for the School

- Liaise with senior members of staff regarding issues arising and possible courses of action
- Be aware of and comply with all policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Contribute to the overall ethos, work and aims of the academy
- Participate in training and other learning activities and performance development as required

Benefits of the Post:

- Permanent contract
- The grade of the post is Scale 2, capped at SP 3 (£10.79)
- 7.5 hours per week for term time only
- Severndale values the importance of all staff having outstanding training. As a result, our Continual Personal Development programme is robust, providing both internal and external courses not only for current roles, but also to provide a platform for future roles within the academy.

- The leadership of the school fully understands the demands placed on staff. As a result, we offer flexible working contracts to support our staff and their needs.
- One of the key benefits to working with us is the Local authority pension scheme.
- The Academy is proud of how it supports the physical and mental health of our staff. We work in partnership with the School Advisory Service (SAS – employee assistance program). The free benefits of this relationship include:
 - a. Physiotherapy
 - b. Counselling & Mindfulness
 - c. Weight Management
 - d. Nurse Support Service
 - e. Menopause Support
 - f. Whole School & Leadership Support
 - g. GP Phone & Video Consultations
 - h. Cancer & Chronic Illness Support
 - i. Private Medical Operations
 - j. Staff Wellbeing Clinics
- We are conscious that the Academy needs to support employees with the cost-of-living crisis and one of the ways we do this is by offering every employee the ‘Bike to work scheme’.
- Where required we link with NHS and private companies to offer Occupational Health referrals that support you as an employee within the workplace.
- We are fortunate to be able to offer free staff car parking
- Severndale social is an area that will be expanding rapidly with employee benefits such as reduced membership costs at local gyms, a number social events and holding a staff raffle twice a year to show our appreciation of staffs’ hard work.

Conditions of Service:

To provide for the education and welfare of a designated class/group of pupils in accordance with the requirements of the Conditions of Employment.

Having due regard to the requirements of the National Curriculum, the schools aims and objectives, schemes of work, and to adhere to the policies and procedures adopted by the Trustees of the academy.

The above job description does not define in detail all of the duties and responsibilities of the post in question. It may be necessary to re-evaluate areas of responsibility. After due consideration and discussion areas may be amended in consultation with the Principal.

The Learning Community Trust is committed to safeguarding and promoting the welfare of Children and young people. All post holders are subject to an enhanced DBS check (including a check on the children’s barred list) for the successful applicant. References will be checked following the Learning Community Trust recruitment and selection process. We are committed to equality and diversity and follow the Safer Recruitment practices as set out in the Statutory Guidance - Keeping Children Safe in Education.

For more information regarding our schools commitment to safeguarding, please see our website for our school policies - <https://severndaleacademy.co.uk/our-school/policies/>

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PERSON SPECIFICATION – Lunchtime Supervisor

ATTRIBUTES	ESSENTIAL	DESIRABLE	ASSESSED
Qualifications	<ul style="list-style-type: none"> A passion for wanting to work within a special school setting and supporting the Severndale vision 	<ul style="list-style-type: none"> Standard level of Education 	A, I
Work experience and desired vocational training	<ul style="list-style-type: none"> Ability to provide support for play activities Provided personal care to children or adults including feeding and toileting 	<ul style="list-style-type: none"> Relevant experience working in Mainstream School working with Children with Special Educational Needs 	A, I, P
Other relevant experience and/or interests			A, I, P
Special(ist) Knowledge		<ul style="list-style-type: none"> Experience at feeding pupils by following plans and procedures 	A, I
Job related personal skills	<ul style="list-style-type: none"> Communication skills Able to prioritise Team player 		A, I, R
Special Working Conditions	No Smoking Policy Undertake training in Restrictive Physical Prevention (Restraint)		A, I

Method of Assessment: (A) application form, (I) interview, (R) reference