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**Lunchtime Leader**

**Hexthorpe Primary Academy**

**Recruitment Pack**

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# **Welcome Letter**

Dear Candidate,

Thank you for your interest in this role within the Astrea Academy Trust.

This is a hugely exciting time for our family of academies. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of academies. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary and secondary school children – many of whom haven’t previously received the educational opportunities they deserve.

The Trust currently has academies based across South Yorkshire and Cambridgeshire, including academies at various stages of development. As a Trust, we are clear about the importance of achieving long term sustainability for our academies. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our Academies.

Employees within Astrea belong to a community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit can demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their academy to continuously develop their skills and pursue professional excellence, and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Libby Nicholas**  
Chief Executive, Astrea Academy Trust



**A Warm Welcome, from Nicola Parker-Watts, Hexthorpe Primary Academy**

Dear Candidate,

We are delighted that you are interested in applying for this role at Hexthorpe Primary Academy.

Hexthorpe Primary is a highly popular academy, with a warm, caring, friendly ethos, serving a diverse community. We truly believe that our role in school is to inspire the pupils and one another beyond measure.

We currently have nearly 500 pupils on roll, with capacity for 682 as the school continues to grow. The building has 22 classrooms, superb facilities and an exciting curriculum, which our pupils thoroughly enjoy. Parents actively support their children and engage in many aspects of school life. We would love for you to visit our school so you can see for yourself what a great place Hexthorpe Primary Academy truly is.

We are keen to hear from you if you:

* care about children and enhancing their academic and social experiences
* are highly motivated and enthusiastic
* are creative and innovative
* are an effective communicator
* are committed to your own professional learning
* can demonstrate high standards in yourself and your work and expect high standards from others
* are able to demonstrate enthusiasm and flexibility with the capacity to contribute to the wider aspects of the school life
* are committed to your own professional learning and are reflective in your practice
* are aspirational for yourself and the academy

We can offer you:

* enthusiastic and caring children who are keen to learn and parents who show a keen interest in the education and welfare of their children
* a commitment to your continuing professional learning and career development
* a well-resourced working environment
* a hardworking team who are committed to promoting high achievement across the curriculum and school
* a good humoured, industrious, highly skilled and enthusiastic staff team
* supportive and effective leadership

**Nicola Parker-Watts**  
Principal, Hexthorpe Primary Academy

**Astrea Academy Trust**

We value all-round development of the individual, through arts, sports, leadership opportunities, enrichment and community. This is encapsulated in the skills, qualities and personalities we foster in our pupils.

The Astrea Academy Trust logo communicates the values collaboration, development and aspiration. The three figures are coming together in the shape of a tree, which represents growth, whilst the tallest figure reaches upwards, towards a star, which is above and beyond the highest branch of the tree.

Academies, staff and children within the Trust benefit from a strong ethos of support and collaboration across the Astrea family. Teachers within Astrea belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust.

Astrea benefits from the involvement of leading educationalists, including our Professional Adviser Professor John West-Burnham, and strong links to prestigious institutions such as the Institute of Education.

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**Astrea Academy Trust Ethos**

The work of the Astrea Academy Trust is underpinned by five core Value Partners, which are equally applicable to pupils, staff and the work of the Trust itself.

Each pair of Value Partners is accompanied by a call for action in the form of a hashtag, which is used in verbal, digital and hard copy communications.

The Value Partners can be used as a measure of individual, Academy and Trust progress and as a guide to inform the direction of change.

### **Responsibility and Leadership**

Individuals in the Astrea community are accountable for their own decisions and actions and are supported by strong leaders, while trailblazers are encouraged to develop skills and talents in others. The Trust has a strong commitment to developing and nurturing our own leaders. **#4equity**

### **Enjoyment and Innovation**

We know that everyone learns best when they enjoy what they do and can follow their innate desire to achieve. Astrea pushes boundaries so that pioneering ideas are tried and tested so that our academies remain leaders in the advancement of teaching and learning methods. **#go4it**

### **Aspiration and Development**

Every member of the Astrea community, from the youngest pupil to the oldest member of staff, is encouraged to cultivate opportunities to grow. We achieve excellence by being inspired to become the best we can be. The progress and well-being of pupils is our top priority, at the centre of every decision. **#Astreastars**

### **Collaboration and Inclusion**

Astrea honours and applauds the differences that make us unique whilst actively seeking and celebrating the common ground that binds us together as a strong community. We work together in a productive environment where dynamic ideas are shared in partnership, so that every member of the community may thrive **#all4one**

### **Honesty and Integrity**

We are honest and open. Astrea decisions and responses are grounded in time-honoured moral principles that remain constant in the face of challenges and change **#4good**

**You can learn more about the Values, and hear from staff and pupils across Astrea Academies, at our website:** https://astreaacademytrust.org/

**Astrea Academy Trust Family**

**Academies currently within Astrea Academy Trust:**

|  |  |
| --- | --- |
| **Primary** | **Website** |
| * Atlas Primary Academy, Doncaster | http://www.stirling.doncaster.sch.uk/ |
| * [Byron Wood Academy](http://reach4.org.uk/schools/listing/byron-wood), Sheffield | https://astreabyronwood.org/ |
| * [Carrfield Primary Academy](http://reach4.org.uk/schools/listing/carrfield-primary-academy), Rotherham | https://www.astreacarrfield.org/ |
| * [Castle Academy](http://reach4.org.uk/schools/listing/castle-academy), Doncaster | https://www.astreacastle.org/ |
| * [Denaby Main Primary Academy](http://reach4.org.uk/schools/listing/denaby-main-primary-academy), Doncaster | https://www.astreadenabymain.org/ |
| * [Edenthorpe Hall Academy](http://reach4.org.uk/schools/listing/edenthorpe-hall-academy), Doncaster | https://astreaedenthorpehall.org/ |
| * [Gooseacre Primary Academy](http://reach4.org.uk/schools/listing/gooseacre-primary-academy), Rotherham | https://www.astreagooseacre.org/ |
| * [Greengate Lane Academy](http://reach4.org.uk/schools/listing/greengate-lane-academy), Sheffield | https://www.astreagreengatelane.org/ |
| * [Hartley Brook Primary Academy](http://reach4.org.uk/schools/listing/hartley-brook-primary-academy), Sheffield | https://www.astreahartleybrook.org/ |
| * [Hatfield Primary Academy](http://reach4.org.uk/schools/listing/hatfield-primary-academy), Sheffield | https://www.astreahatfield.org/ |
| * [Hexthorpe Primary Academy](http://reach4.org.uk/schools/listing/hexthorpe-primary-academy), Doncaster | https://www.astreahexthorpe.org/ |
| * [Highgate Primary Academy](http://reach4.org.uk/schools/listing/highgate-primary-academy), Rotherham | https://www.astreahighgate.org/ |
| * [Hillside Academy](http://reach4.org.uk/schools/listing/hillside-academy), Doncaster | https://astreahillside.org/ |
| * Intake Primary Academy, Doncaster | https://www.astreaintake.org/ |
| * Kingfisher Primary Academy, Doncaster | https://www.astrea-kingfisher.org/ |
| * [Lower Meadow Primary Academy](http://reach4.org.uk/schools/listing/lower-meadow-primary-academy), Sheffield | https://www.astrealowermeadow.org/ |
| * [The Hill Primary Academy](http://reach4.org.uk/schools/listing/the-hill-primary-academy), Rotherham | https://www.astreathehill.org/ |
| * Waverley Primary Academy, Doncaster | https://www.astreawaverley.org/ |
| **Secondary** |  |
| * Astrea Academy Woodfields, Doncaster | http://astreawoodfields.uk/ |
| * Cottenham Village College, Cambridgeshire | https://www.astreacottenham.org/ |
| * Dearne Academy, Barnsley | <https://www.astreadearne.org/> |
| * Ernulf Academy, Cambridgeshire | http://www.ernulf.cambs.sch.uk/ |
| * Longsands Academy, Cambridgeshire | http://www.longsands.cambs.sch.uk/ |
| * Netherwood Academy, Barnsley | https://astreanetherwood.org/ |
| **Special School** |  |
| * The Centre School, Cambridgeshire | https://www.astreacentreschool.org/ |
| **All-through** |  |
| * Astrea Academy Sheffield, Sheffield | https://astreasheffield.org/ |

**Job Description – Lunchtime Leader**

**Salary NJC 2019 Grade 4 (points 3-4) £18,065 – £18,426 pro-rata**

**Actual Salary** £2,608

**Hours:** 6.25 Hours per week. Term time only.

**Responsible to:**  Pastoral Lead

**Responsible for:** N/A

**Commencing** As soon as possible depending on the right candidate

**Location** Hexthorpe Primary Academy, Urban Road, Hexthorpe, Doncaster DN4 0HH

**All staff must uphold the standards of personal and professional conduct at all times, ensuring honesty and integrity prevails in every situation. Staff must maintain appropriate professional boundaries and respect the unique position of trust as a member of the academy staff team at all times.**

**Job Purpose:** To provide supervision of pupils during the mid-day break to ensure the maintenance of good order, good behaviour, discipline, organising activities and the safety and welfare of students.

**Responsible For:**  No supervisory responsibility.

**Duties and Responsibilities:**

* To support the welfare, health and safety of pupils at designated times
* Work under the direction of the line manager for Lunchtime Leaders – Pastoral Lead, assist them by carrying out a range of duties under their direction
* Supervise pupils both inside the building and outside in the school grounds during the midday break, organising games and activities
* Encourage pupils to take part in games and activities appropriate to their age and ability
* If poor weather prevents pupils going outdoors during the break, settle and supervise them as directed
* Supervise pupils in designated dining areas during the mid-day break while they are eating their lunch
* To promote and foster good relationships between pupils through play and games activities
* To challenge inappropriate behaviour and to provide pupils with boundaries of acceptable behaviour in line with school policy
* Report any incidents or concerns about the behaviour or safety of pupils to Pastoral Care
* To arrange for first aid to be administered in line with school policy and practice
* Clean tables, chairs and floor of spillages and debris between sittings, prior to the tables being re-used. Clean up spillages as they occur
* To attend meetings
* To undertake relevant training
* Ensure safeguarding procedures (Child Protection Policy) are followed and that the school’s policy on confidentiality is maintained at all times
* Follow all school policy and practice

**The Postholder’s duties must be carried out in compliance with the school’s policies and procedures.**

**The Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.**

**The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.**

Aspects of this job description are open to negotiation between the successful candidate and the Principal.

Visits to the academy are warmly welcomed. Please call the academy on 01302 852245 if you would like to arrange a visit.

Application forms can be downloaded from the academy website or can be requested by email to [lisa.bann@astreahexthorpe.org](mailto:lisa.bann@astreahexthorpe.org)

**All completed applications must be returned directly to the School Business Manager either by post or email**

[lisa](mailto:admin@astreahexthorpe.org).bann@astreahexthorpe.org

The appointment is subject to a satisfactory enhanced disclosure from the DBS.

**Closing date: Friday 25th October 2019, 5.00pm**

**Shortlisting date: week commencing 4th November 2019**

**Interview date(s): To be confirmed**

**Person Specification: Lunchtime Leader**

|  |  |  |  |
| --- | --- | --- | --- |
| Attributes | Criteria | How Identified | Rank |
| **Relevant Experience** | Experience of working with /supervising children (including parenting).  Engaging in children’s activities in a formal setting.  Working with children with special educational needs | Application form /  Interview /  Reference | Essential  Desirable  Desirable |
| **Education and Training** | Willingness to participate in relevant training.  First Aid Certificate | Application form /  Interview /  Reference /  Examination of Certificates | Essential  Desirable |
| **General and Special**  **Knowledge** | Ability to work co-operatively as a team member.  Ability to act upon instructions.  Ability to work with and relate to adults and young people.  Ability to communicate effectively.  Ability to deal appropriately with a variety of situations and behaviours.  Ability to maintain appropriate relationships with children and young people.  Commitment to the safeguarding and promotion of the welfare of children and young people.  Child Protection Procedures | Application form /  Interview | Essential  Essential  Essential  Essential  Essential  Essential  Essential  Desirable |
| **Skills and Abilities** | Ability to relate well to children.  A pleasant and sympathetic manner.  Ability to work as part of a team.  To be able to organise games and develop children’s play  Flexible approach.  Patience. | Application form /  Interview | Essential  Essential  Essential  Essential  Desirable  Desirable |
| **Additional Factors** | Can operate with the highest standards of personal conduct, discretion and integrity.  A willingness to share information and expertise.  A commitment to ongoing personal development.  A flexible approach to accommodate the changing needs of the academy.  As assessed and advised by Health and Well Being.  To have a happy disposition. | Interview | Essential  Essential  Essential  Essential  Essential  Essential |

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# **Child Safeguarding Policy**

# The Trust is committed to Safeguarding and Promoting the Welfare of all its pupils. Each student’s welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

# We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at the Academies, their behaviour may be challenging. We will always take a considered and sensitive approach in order that we can support all our pupils.

**The Trust’s Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.**

Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

* Providing a safe environment for children and young people to learn in education settings; and
* Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting’

*Keeping Children Safe in Education 2016*

The Trust pays full regard to ‘Keeping Children Safe in Education’ guidance 2016. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

Please visit <https://astreaacademytrust.org/about-us/statutory-documents/> for the full policy as well as other Astrea Academy Trust policies.

**Explanatory Notes**

Applications will only be accepted from candidates completing the Trust’s Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will **not** be accepted in place of a completed Application Form.

**Safeguarding Children and Young People**

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced check.

* Candidates should be aware that all posts in Astrea Academy Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
* Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.
* If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
* Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may be answered not applicable where it is appropriate; if your duties have not brought you into contact with children or young people for instance.

**Interview Process**

After the closing date, short listing will be conducted by a Panel. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

* Documentary evidence of right to work in the UK
* Documentary evidence of identity that will satisfy DBS requirements
* Documentary proof of current name and address
* Where appropriate any documentation evidencing change of name
* Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary, photocopies or certified copies are **not** sufficient.

We will seek references on shortlisted candidates for Trust based positions and may approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

* Motivation to work with children and young people
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people
* Emotional resilience in working with challenging behaviours
* Attitudes to use of authority and maintaining discipline

**Conditional Offer: Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon:

* Verification of right to work in the UK
* Receipt of at least two satisfactory references (if these have not already been received)
* Verification of identity checks and qualifications
* Satisfactory Enhanced DBS Check
* Verification of professional status such as QTS Status, NPQH (where required)
* Satisfactory completion of a Health Assessment
* Satisfactory completion of the probationary period (where relevant)
* Where the successful candidate has worked, or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

**How can I Apply?**

This is an exciting and very rewarding role and we look forward to receiving your application.

**Please complete and send the Application Form and Equal Opportunities Monitoring Form which are available together with this document to the below contact;**

**Name: Lisa Bann**

**Position: Business Manager**

**Academy Email Contact:** [**lisa.bann@astreahexthorpe.org**](mailto:lisa.bann@astreahexthorpe.org)

**The Application Process**

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided. If you do not hear from us within 14 days of the closing date of this position, unfortunately you have been unsuccessful on this occasion.

The information supplied in your application, as well as any supporting documents provided at the application or interview stage, will be used as part of the Astrea Academy Trusts Recruitment and Selection Process. All information is stored securely and all data submitted by unsuccessful candidates will be destroyed responsibly after 6 months from the date of interview.

Astrea Academy Trust pays full regard to ‘Keeping Children Safe in Education’ guidance 2016. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check. Please visit <https://astreaacademytrust.org/about-us/statutory-documents/> for the full policy. The information supplied in your application, as well as any supporting documents provided at the application or interview stage, will be used as part of the Astrea Academy Trusts Recruitment and Selection Process. All information is stored securely and all data submitted by unsuccessful candidates will be destroyed responsibly after 6 months from the date of interview.