



Midday Supervisory Assistant
The Magdalen Church of England/Methodist
Primary School
Part of the Lincoln Anglican Academy Trust



Schools serving their communities through
Excellence, Exploration and Encouragement within
the love of God

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will require the successful applicant to undertake an Enhanced criminal record check via the DBS

*'I am come that they might have life, and that they might have it
more abundantly.'*
St John 10:10

Welcome from the CEO

The Lincoln Anglican Academy Trust is a unique organisation that celebrates the individuality of every school whilst promoting an uncompromising belief in the power of collaboration and distinct Christian ethos to support all pupils and staff to be the best they can be.

Established as a multi-academy trust by the Diocese of Lincoln in 2013, we've grown to serve 20 academies across three local authorities of Lincolnshire, North Lincolnshire and North East Lincolnshire.

You will be joining a well-established and successful trust - ready to support your development. As a trust, we work closely with our schools to provide high quality central capacity (around school improvement, HR, finance and health and safety) so that you can focus on the things that matter most – creating inspiring, inclusive and nurturing learning opportunities that will empower true transformation.

Within LAAT, we have a shared vision that schools serve their communities through excellence, exploration and encouragement within the love of God. For colleagues and I, this represents a personal and collective commitment, that every child and adult is supported to realise their full potential. Our commitment to our communities is resolute.

In joining, you will find an organisation that is purposeful, determined and impassioned in its obligation to drive lasting impact. We invest in our team members, support aspiration and provide development pathways that you are unlikely to find anywhere else.

I would like to thank you for your interest in this exciting opportunity and hope you're inspired to join us.

Jackie Waters-Dewhurst

Chief Executive Officer

For more information about the Trust or the School please see links below.

www.thelaat.co.uk

<https://www.magdalenwainfleet.co.uk/vacancies2/168.html>

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Our School - The Magdalen Church of England / Methodist School

The Magdalen Church of England/Methodist School are part of the Lincoln Anglican Academy Trust (LAAT). LAAT is a multi-academy trust formed by the Diocese of Lincoln. We are a growing and thriving family of schools who are dedicated to providing an excellent education for pupils across Lincolnshire. We place a strong emphasis on continued development. The relationship with the Trust brings great strength to all schools and enhances CPD opportunities for all staff.

We have a vision to be an aspirational school delivering excellence in learning by being creative, inclusive, grounded in Christian faith and preparing children for life.

We aim to be a school where every individual in our community knows they are treasured and loved as a unique child of God. We live out our Christian faith and values in every activity and relationship to ensure that our Children have a zest for learning and a love of life. Our curriculum is creative, rich and coherent and makes learning stimulating, meaningful and relevant. Our staff are skilled, creative, reflective and collaborative practitioners and this enables our pupils to embrace the future with hope and confidence.

We recognise the importance of engagement with home and encourage all of our parents to be active partners in their children's learning and also in the life of the school. Individuality and diversity is celebrated in our school and with this underpinning our ethos our children are able to learn confidently; they can experiment, make mistakes and have the confidence to try again.

Our school is one where everyone is valued and encouraged to take an active role in our school community. We believe positive role models and strong, supportive relationships help children feel safe and secure enough to take the risks necessary to learn. The skills, knowledge and dedication of all of our staff and community volunteers help to enthuse and motivate our children to achieve their very best and we provide a varied and exciting curriculum tailored to the needs and the interests of the children.

We are seeking to appoint a high-quality Midday Meals Assistant to join our dedicated and friendly team. The successful candidate will need to have good communication and interpersonal skills, high expectations and a real commitment to achieving the very highest of standards.

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Midday Supervisory Assistant

Salary:	LAAT G2 (£18,516-£18,887 FTE)
Hours:	7.5hrs per week
Week per year:	39 worked (paid 44.59)
Pay:	Annum £3209.58
Start date:	w/c 4.07.2022
Location:	Wainfleet, Lincolnshire

Applications are welcomed from candidates who can demonstrate that they:

- Have a strong work ethic and a willingness to strive for the best in achieving an outstanding setting.
- Support and encourage positive play and interactions, in line with the School Behaviour Policy.
- Share the schools aims and Christian values.
- Have a caring and positive attitude.
- Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils, during the midday break, in the playground, classrooms, corridors, cloakroom and toilets where necessary, having regard to special or additional needs.

Application packs are available via the school website <https://www.magdalenwainfleet.co.uk/> or via the School office or the Trust website www.thelaat.co.uk or by contacting kim.perry@magdalen.lincs.sch.uk

For further information and to send completed application forms please contact Kim Perry - Finance and Administration Officer at kim.perry@magdalen.lincs.sch.uk

CLOSING DATE FOR APPLICATIONS: 12pm Friday 3rd June 2022

INTERVIEWS: Week commencing 13th June 2022

START DATE: Monday 4th July 2022

The Trust promotes diversity and wants a workforce which reflect Christian Values. Applications are welcome from all, irrespective of gender, sexuality, race, religion, marital status, age, or disability.

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Job Description

To be responsible to the Head of School, through the line manager, or other designated person, for the supervision of children during the midday break.

Key Purpose

- Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils, during the midday break, in the playground, classrooms, corridors, cloakroom and toilets where necessary, having regard to special or additional needs.
- Report incidents in line with the school policy.
- Assist in the supervision of other activities during the break, to include setting out tables, where applicable may also be required to prepare rooms for dining and storing lunchtime equipment.
- Encourage pupils to select and eat healthy and balanced meals.
- Clean up spillages of food or liquid during meal service.
- Wipe down tables and clean dining areas between meals, collect rubbish, wash and stack away tables, chairs, water jugs and covers and clean dining area as required.
- Support and encourage positive play and interactions, in line with the School Behaviour Policy.
- Have a strong work ethic and a willingness to strive for the best in achieving an outstanding setting.
- Share the schools aims and Christian values.
- Have a caring and positive attitude.

Responsibilities

- Co-operation and liaison with other staff and colleagues within school.
- To set high expectations for pupils' behaviour and maintain a good standard of discipline, fostering positive relationships and implementing the school's behaviour policy.
- To play a full part in the life of the school and promote its Christian ethos.
- To follow and actively promote the school's policies.
- To carry out the duties in accordance with LAAT Equal Opportunities policies.
- To carry out the duties in accordance with the LAAT Health and Safety policies and procedures.
- All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Academies' Safeguarding Policy.
- In addition, employees working with children have a responsibility to safeguard and promote the welfare of during the course of their work.

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Person Specification

Selection decisions will be based on the criteria outlined below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met. When completing your application paperwork, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criterion through reference to your work or relevant experience.

Training/Qualifications/Experience

Essential

Desirable

Experience of supervising or working with children		*
Current First Aid qualification		*
Experience of working in a team		*
Experience of or training in manual handling techniques		*

Safeguarding Children

Current Safeguarding Training		*
Enhanced DBS Clearance	*	
Awareness of the importance of safeguarding and promoting the welfare of children	*	
A commitment to maintaining up to date knowledge of child protection legislation and guidance	*	

Personal and Professional Skills and Attributes

Empathy with the mission and vision of the Church of England and the Diocese of Lincoln	*	
Ability to communicate clearly	*	
Inspire Trust and confidence in children	*	
Able to follow instructions and seek clarification where needed	*	
Willingness to undertake further training and development to meet the needs of the role	*	
Willingness to follow the Trusts safeguarding procedures and recognise when to report any concerns	*	

Approach to work – candidates should:

Have flexibility to changing demands as needed	*	
Prioritise as required to meet the demands of the role	*	
Have attention to detail	*	

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Behaviour Competencies - Candidates should:

Be respectful and able to act with tact and diplomacy	*	
Be empathetic and demonstrate an awareness of the differing needs of colleagues and pupils	*	

Special Requirements - Candidates should:

Be a positive role model	*	
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Our commitment to you

We believe that our all Schools are fantastic places to work. Our commitment to you is important, throughout the recruitment process and beyond. Our culture is one of development, equality, and consistency. We aim to demonstrate this through the below:

- Transparency – we will treat you with respect, honesty and fairness.
- Protecting your privacy – we will ensure your information is secure and handled sensitively and in line with our Privacy Policy for prospective staff.
- Showcasing talent – we'll provide a good opportunity for you to share your skills, experience and potential.
- Feedback – we will provide constructive feedback professionally.
- Listening – we welcome feedback.

We hope to ensure that you have a positive experience throughout the recruitment process by:

- Providing you with clear, accurate and timely information.
- Giving you the opportunity to ask questions – and providing you with answers.
- Following a fair assessment process.

Please see link to our privacy notice for prospective candidates

<https://www.thelaat.co.uk/blog/?pid=9&nid=2>



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Where to find us

Address

The Magdalen Church of England/Methodist Primary School, Magdalen Road, Wainfleet, Skegness, PE24 4DD

Telephone

01754 880371

kim.perry@magdalen.lincs.sch.uk



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