



Lunchtime Supervisor Application Pack

Berrybrook Primary School

Together We Succeed

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About Our Trust



With the intention to seek more autonomy and control over the school budget and services, Perry Hall Primary School converted to an academy on the 1st of July 2013.

At the same time, Perry Hall was delivering school to school support to Berrybrook Primary following a subsequent request from their local governing body, who later in April 2014 joined the trust, officially making it Perry Multi-Academy Trust (MAT).

Since then, PHMAT has welcomed seven addition schools, creating a nine school, primary only MAT over three local authorities.

The management of the MAT is the responsibility of the trustees who are elected and co-opted under the terms of the Articles of Association.

Our Vision

Our Purpose:

We aim to improve the outcomes for all children across our Multi-Academy Trust regardless of their starting points

This is achieved for all our children by:

- A world class educational experience that will deliver better life chances;
- Ensuring that all children regardless of their starting points achieve above national expectations, and the proportion of pupils making better than expected progress is in line with national expectations;
- Ensuring that children in our schools have the added value and opportunities in curriculum design through partnership with commerce and business;
- Making sure the families surrounding our children have access to the best possible education opportunities for their children;
- Inspiration from excellent role models who are leaders in their academies;
- Celebrating success of all adults and children.

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About Berrybrook Primary School



Where 'Everyone Matters'

At Berrybrook, we pride ourselves on being a caring school with a warm and rich environment which ensures that our children and community are at the centre of everything that we do.

All our dedicated and inspirational staff strive to provide a curriculum which enables all children to learn the skills they need to excel in an ever developing and diverse world. This is ensured by including as many real-life experiences in the curriculum as possible and by teaching the children why the skills and knowledge they are learning will be important in their lives: helping the children to find and develop their aspirations for the future.

Throughout their time at Berrybrook, our children learn and live by the school core values. These core values help the children to understand what it is to be a good citizen and a lifelong learner.



Our recent Ofsted inspection, in October 2022, confirmed that we 'continue to be a good school'. Berrybrook Primary School is a one form entry school in Wolverhampton, with around 60% of pupils in receipt of Pupil Premium Funding, and is part of Perry Hall Multi-Academy Trust.

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Job Description

Supervisory Assistants will generally work under the day to day guidance of our senior lunchtime supervisor.

Ultimately, all lunchtime staff will generally work under the immediate direction of the Headteacher.

Duties of Supervisory Assistants:

- Collect pupils from classrooms and supervise or assist as necessary with the washing and toileting of children.
- Ensure that pupils while moving to and from the dining hall do so in an orderly and calm manner.
- Ensure that pupils eat sufficiently and generally behave in a correct manner.
- Ensure that the dining hall is kept safe at all times by wiping or sweeping liquids or food.
- Ensure pupils are safe, whether in corridors, toilets, classrooms and on the playground, keeping a reasonable standard of discipline at all times.
- Inform the Senior Supervisor of any difficulties and how they dealt with it at the end of the lunchtime, the Supervisory Assistant must deal with the difficulty in the first instance.
- Assist pupils who have minor injuries and refer them to the Senior Midday Supervisory or First Aid.
- Return pupils to their classrooms at the end of lunchtime for the commencement of the afternoon session.
- Report to class teacher any important information or incidents that may have occurred.
- Any other duties as defined by the Headteacher.
- Supervisory Assistants may be expected to attend training courses as required,
- It is a condition of service that annual holidays should be taken during school holidays. Other circumstances will be considered at the Headteacher's discretion and the member of staff may be permitted to take unpaid leave.
- All post holders must comply with the school's equal opportunities, safeguarding and health and safety policies.

Personal Specification

This acts as selection criteria and gives an outline of the type of person and the characteristics required to do the job.

Essential (E):- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates

Lunchtime Supervisory Assistant Personal Specification

Essential Skills Required:

- Be committed to the ethos and values of the school.
- Be able to encourage children to achieve these aims through keeping the school's behaviour policy.
- Develop good appropriate relationships with children and staff.
- Communicate positively and effectively to children and listen to them.
- Actively contribute to a happy, safe and supportive play environment.

Knowledge

- The importance of keeping children safe physically and emotionally.
- How to support and encourage positive play.

Experience

- Experience of working with children.
- Experience of working within a team.

Personal Characteristics

- Approachable.
- Enthusiastic.
- Patient.
- Resourceful.

Post Information

Role: Lunchtime Supervisor

Salary: Grade 2, Point 3, (FTE £22,737)

Closing Date: Wednesday 10th July 2024

Start Date: September 2024

Visits to the school:

Applicants are encouraged to visit our academy before applying. To arrange a visit, please contact Kerry Wildman at k.wildman@perryhallmat.co.uk or on 01902 921152.

Applying:

Please complete our application form which can be found on the Wolverhampton Council website – www.wolverhampton.gov.uk/jobs and submit by email to k.wildman@perryhallmat.co.uk

Contact Details

Address

Berrybrook Primary School
Greenacres Avenue
Wolverhampton
WV10 8NZ

Call

01902 921152

Email

k.wildman@perryhallmat.co.uk

Visit

www.berrybrookprimary.org



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