



Midday Assistant Application Pack



CONCORDIA
ACADEMY



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Letter from Catherine Paine, Chief Executive Designate

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. 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 schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Employees within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school 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.

Catherine Paine

Chief Executive Designate, REAch2 Academy Trust

Letter from Mr Akhtar, Headteacher, Concordia Academy

Dear Candidate,

Children have only one chance at receiving a quality education and it is the job of everyone at Concordia Academy to ensure that it is the best it could possibly be. We have an ambitious and dynamic vision for our school that includes setting a record of high-quality outcomes for all of our students.

Our school is underpinned by a blend of values such as respect, hard work and high expectations, coupled with innovations in relation to teaching and learning. We work together to embed a culture of success, high aspiration and reflection in which children can thrive and achieve. We want our students to have the confidence and knowledge to not just live but prosper in a modern, ever-changing society. We will equip them with the skills to succeed and the understanding that will enable them to make the most of the opportunities that they are given.

We are forward thinking in all we do. Our children will study a modern and innovative curriculum, our staff will have access to the very best and latest professional development that has the greatest impact on learning, and our school will be housed in outstanding facilities that are high-tech and custom built. Our goal will always be to improve on what we have done before.

As the headteacher of this vibrant, new school I am delighted to welcome you and I hope you will join us on our journey.

Mr Akhtar

Headteacher

Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

Inspiration breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: www.reach2.org



The role

Midday Assistant at Concordia Academy

Salary/Grade: Grade 1/2 SCP 1-5 Pro Rata (£4887-£5197)

We require a Midday Assistant for our modern and vibrant school in Romford RM7. An **Enhanced DBS Certificate is essential** for this position.

We are seeking to recruit enthusiastic people to join our team. The successful candidate will be responsible for assisting the children during lunchtime and providing playground support and supervision, including basic medical care where necessary. This will be working both inside and outside the school building.

Working 10 hours per week from 11.30am to 1.30pm term time, you will be responsible for pupil supervision during the midday break.

Applicants will be able to follow instructions and be confident in working with children and in the use of relevant cleaning equipment. The role may include some manual handling and applicants will need to be in good health and physically fit.

If you feel strongly about providing an excellent service, are willing to work hard and keen to join an efficient team, please contact the school to receive an application form or alternatively an application form can be downloaded from the school website: www.concordiaacademy.co.uk

The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks.

The application

You are invited to submit an application form to Ms Clarke (School Business Manager) at info@concordiaacademy.co.uk.

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust's online [Equality & Diversity Monitoring Form](#) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion please contact Ms Clarke (School Business Manager) on 01708 932710.

The application process and timetable

Application deadline:	Friday 27 May 2022 at midday
School visits:	Contact the school office to arrange a visit
Interviews:	Applications will be considered upon submission
Contract details:	Permanent
Salary:	Grade 1/2 SCP 1-5 Pro Rata (£4887-£5197)
Start date:	September 2022

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](#).

Job Description

Post:	Midday Assistant
Hours:	11.30am-1.30pm (10 hours per week Monday to Friday term time only)
Weeks:	38 weeks (term-time)
Contract:	Permanent
Responsible to:	Headteacher/School Business Manager
Salary/Grade:	Grade 1/2 SCP 1-5 Pro Rata (£4887-£5197)

Core Purpose

A Midday Assistant is (usually) one of a team of school staff who are responsible for pupil supervision during the midday break. The postholder will be supervised on a day-to-day basis by a Senior Midday Supervisor and be managed by the headteacher.

During the midday break the Midday Assistant will be responsible for:

- The transition of pupils from class to the dining hall and/or the school playground (or other designated areas during wet play) and back to class at the end of lunchtime
- Supervising and supporting pupils whilst they eat
- Promoting and supervising positive and active play and pupil relationships
- Health, safety, security and basic first aid (after relevant training)
- Pupil discipline and behaviour management.
- The cleaning of the dinner hall and putting away all equipment used including tables.

Responsible for:

1. The movement of pupils from their classrooms or the playground to the dining hall(s)/eating areas according to the schedules or timetables of the school and their return to the classrooms from the dining hall(s)/eating areas or the playground on time
2. The maintenance of good order and pupil discipline, which is consistent with the behaviour policy and the culture and ethos of the school. The postholder is expected to intervene where necessary and know when and how to refer relevant discipline and behaviour matters to more senior school staff

3. Dealing with minor accidents or injuries and administering routine first aid (after training) or referring the pupil to the designated first aider. Referring serious accidents or injuries to a Senior member of staff
4. To report and bring to the attention of the relevant class teacher any serious incidents of pupil misbehaviour: to be aware of particular pupils and pupil relationships and to follow the strategies agreed with the teacher for addressing these pupils needs
5. Supervising pupils in the dining hall(s)/eating areas which may include:
 - Organising the eating space and making sure the space is hygienic, clean and tidy before and after eating
 - Organising the pupils before, during and after their meal
 - Supporting pupils with particular needs
 - Supporting the food selection and nutrition policy of the school
 - Dealing with spillages including body fluids (in accordance with the procedures of the school)
 - Supporting pupil hygiene and social skills
6. Supervising pupils in areas of the school designated for play (including for wet play), which will include:
 - Monitoring safe activity, intervening as necessary
 - Monitoring security – monitoring entry and exit from the school premises and challenging and reporting strangers where relevant
 - Actively promoting and instigating positive play and games, joining in with pupils where relevant
 - Being aware of and supporting the needs of particular children – encouraging socialisation and preventing bullying
7. Monitoring the toilet areas, addressing inappropriate behaviour, dealing with immediate issues and reporting to the Premises Manager or other relevant person any damage or repairs required
8. Carrying out routine administration associated with the main duties of the post, which may include, for example, completing meals registers, receiving late payments and so forth
9. Dealing with complaints, enquiries and requests for information (that are within the remit of the postholder), and referring matters that cannot be resolved to the relevant person
10. To carry out the work of the job in a way that is consistent with the culture, ethos, equalities and inclusion policies of the school

11. To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment
12. To complete school based induction and any subsequent training required to improve performance and take part in the school performance management system (where relevant).

Notes

1. The school expects all staff to be flexible. This means that a Midday Assistant can be expected to carry out duties that are not specified in this job description but that are within the scope of responsibilities of the post
2. This job description will be reviewed after one year and any review will include discussion with the postholder.

ADDITIONAL REQUIREMENTS

1. REAch2 has a strong commitment to achieving equality of opportunity in its services to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their work and to undertake any appropriate training
2. The post holder is expected to undertake any appropriate training, including recognised professional qualifications, considered necessary to fulfil the role
3. The post holder is expected to demonstrate a flexible approach in the delivery of work. Consequently, the post holder may be required to perform work not specifically identified in the job description.

Person Specification

	Essential	Desirable
Right to work in the UK	*	
Knowledge/Qualifications and experience		
A basic understanding of health, safety and security issues in schools		*
First Aid certificate (or willingness to complete the training)		*
Experience, on a voluntary or paid basis, of working with children or young people		*
Previous experience of working in a school, nursery or playgroup (on a paid or voluntary basis)		*
Willingness and motivation to participate in any training or development required to improve skills/performance	*	
Willingness and motivation to achieve Level 2 certification in literacy and numeracy	*	
Skills, abilities and personal attributes		
Able to organise one's own work, to priorities tasks and keep to deadlines	*	
Able to work independently and support the work of the team	*	
Able to be flexible and respond effectively to the 'unexpected'	*	
Able to communicate and interact effectively with adults and children and young people	*	
Able to apply instructions given by teachers or supervisors	*	
Able to maintain confidentiality of pupil information	*	
Able to demonstrate respect for pupils and be able to listen to their views	*	