

# PENSANS COMMUNITY PRIMARY SCHOOL

Madron Road, Penzance, TR20 8UH  
**Telephone:** 01736 363627

head@pensans.cornwall.sch.uk  
www.pensansprimary.co.uk



## Information Pack for Applicants

### Lunchtime Supervisor



Permanent variable / 5 hours a week / term time only /  
Standard Salary £15,105 pro-rata FTE - £7.83 per hour  
TPAT Pay Scale Point 1

## **WELCOME TO OUR SCHOOL**

*Welcome to Pensans Community Primary School. Hopefully this information pack will provide you with an insight into our school, and offer some practical information which will be of use to you as a prospective member of our school community.*

*We are developing our pedagogy to inspire and motivate children and adults to fully engage with learning so that the children have a passion for learning.*

*As an EOS Hub we are committed to seven core principles:*

- Commitment to rigorous real world learning that ignites students' passions. otherwise known as 'REAL projects'
- Challenge Based Learning
- Engagement pedagogy
- Children are engaged in collaborative, self-directed learning with their teachers acting as facilitators and enablers
- Teachers plan, design and teach in teams for a significant proportion of their work
- Teachers have a deep knowledge of children as learners and the children know they are known
- Strong collaboration with other Eos schools and with the wider community, sharing information and working on behalf of one another
- New pedagogies and tools are used to liberate learning from past conventions and to connect learners in new and powerful ways
- Children demonstrate excellent rates of progress and academic achievement placing them with or above their peers

### **General background**

Pensans Community Primary School came into being in September 2005 as a result of the amalgamation of Penzance (Lescudjack) Infant School and Penzance Junior School. The name Pensans is the traditional Cornish spelling of Penzance and was selected by the Governing Body to reflect the cultural heritage of the town.

In June 2017, Pensans joined the Truro and Penwith Academy trust (TPAT). We work together across the range of schools to achieve the best outcomes for all of our children.

## **Pupil/Class organisation**

The school currently has 256 plus Nursery (51) children on roll.

Nursery – Ladybirds

Reception- Butterflies

3 x mixed Year 1 + 2 classes (Green, Lime and Orange).

3 x mixed Year 3 + 4 classes (Amber, Magenta and Violet)

3 x mixed Year 5 +6 classes (Emerald, Indigo and Turquoise)

## **Staff organisation**

The school has 9 full-time Teachers, 8 part-time Teachers and a Headteacher. In addition we have an NNEB Qualified Nursery Nurse, and 28 Teaching Assistants who are a key part of our teaching and learning team.

We also have a dedicated non-teaching staff team which cover the administrative, catering and site management responsibilities of the school.

The Leadership Team is currently made up of seven staff, including the Headteacher and a Deputy Head, plus any staff for whom the agenda is particularly relevant.

We are strongly committed to staff development and learning.

## **The curriculum**

Our Nursery and Reception classes operate as a genuine Foundation Stage provision.

We seek to provide a broad, well balanced, stimulating and challenging curriculum for all children in our school. Underpinned by a commitment to developing the basic skills we seek to provide breadth of experience and opportunity both during the structured curriculum and in extra-curricular clubs. We currently run a wide range of clubs both before and after school, these include; Football, Choir, High Fives, Out and About Club, Hockey, Rugby, Multi-Sports, Cornish, Latin, Jewellery Making and many more. We are always looking to broaden the range of clubs on offer via links with the local community.

## **School website**

The school website can be found at [www.pensansprimary.co.uk](http://www.pensansprimary.co.uk). This site will hopefully provide you with some useful information on the school community.

## **Safeguarding**

Pensans is committed to promoting the safety and well being of all pupils. All recruitment processes are undertaken using thorough checks to ensure the suitability of candidates.

## **The post**

Required as soon as possible, a lunchtime supervisor – Monday and Friday 12:00 – 13:00 (5 hours per week.)

The post will require you to assist and supervise individuals and groups of pupils during the lunch break, encouraging responsible and appropriate behaviour, activities and play ensuring the safety of pupils

All successful candidates must have high expectations in positive behaviour management. They must also have previous experience of working with children and be a strong team player.

When writing your application please refer to the essential and desirable criteria in the applicant's pack.

We are committed to safeguarding children and the successful applicant will be required to undertake an enhanced criminal records disclosure check and two references will be taken up.

## **About us**

Visits to the school are welcomed and can be arranged by calling the office on 01736 363627. An application form can be found online with this advert.

To apply return the completed application form including your supporting statement to [head@pensans.cornwall.sch.uk](mailto:head@pensans.cornwall.sch.uk) or post / hand deliver to Pensans School, Madron Road, Penzance, TR20 8UH

## **Appointment timescale**

We are expanding our team of lunchtime supervisors over the summer and autumn term and as a result there is no closing date for applications. Please send applications in and we will be in contact if you meet the essential criteria with an invitation to interview. We plan to hold interviews for this post week commencing 16<sup>th</sup> July; week commencing 3<sup>rd</sup> September; week commencing 1<sup>st</sup> October and week commencing 5<sup>th</sup> November 2018.

If you have not been contacted to attend an interview for this role by 5th November, please assume that you have not been shortlisted because you do not meet the essential criteria.

**PLEASE ENSURE THAT YOU WRITE YOUR APPLICATION FORM USING THE ESSENTIAL AND DESIRABLE CRITERIA IN THE PROCEEDING PAGES**



<b>Job Title:</b>	Lunchtime Supervisory Assistant
<b>Code:</b>	Band 1
<b>Salary Range:</b>	£15,105.47 FTE / pro rata - £7.83 per hour
<b>Hours:</b>	12 – 1pm (Five days a week, term time only)
<b>Base:</b>	Pensans School
<b>Responsible to:</b>	Teaching staff / Lunchtime Playleader
<b>Direct Supervisory Responsibility for:</b>	None
<b>Important Functional Relationships: Internal/External</b>	<u>Internal:</u> Headteacher, Teachers, Support Staff, Pupils, Catering Service Staff <u>External:</u> Parents, LEA officers and advisers, School Governors, visitors to the school

#### Main Purpose of Job:

- To assist and supervise individuals and groups of pupils during the lunch break, encouraging responsible and appropriate behaviour, activities and play ensuring the safety of pupils

#### Main Duties and Responsibilities:

- To supervise children during the lunch period in accordance with the School's pupil management, discipline, behaviour and bullying policies. To complete the necessary records with regard to any incidents relating to such policies.
- To report back to the appropriate Teacher any issues relating to children's progress, achievements, behaviour or problems which may become apparent.
- To organise and positively interact with approved group activities and games for children as authorised by a member of the teaching staff, so as to enhance the development of children's learning and social integration. To arrange appropriate indoor activities are made available to children during wet lunchtime break periods which ensure appropriate and safe behaviour of children during these periods.
- To remain aware of children with special educational needs and liaise with the appropriate SEN Assistant to ensure play activities are appropriate and safe for all children.
- To assist children in preparing for meals including hand-washing, helping children with the correct use of cutlery, promoting good table manners and encouraging children to eat a variety of foods.
- To remain aware of children's food allergies, intolerances or other special dietary requirements and ensure such foods are avoided for the children concerned, with particular vigilance for children sharing packed lunches.
- To deal with emergencies that may occur in accordance with the school's procedures, administer basic first aid and inform a member of the teaching staff/Headteacher in the event of an emergency. To ensure all sickness/accidents are recorded in accordance with the school's procedures.



**General/Other:**

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the academy's and the trust's pupils at all times
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance
- To be aware of and adhere to all Trust policies and procedures
- To be responsible for your own continuing self-development and attend meetings as appropriate
- To undertake other duties appropriate to the post as required

Person Specification:	Essential	Desirable	Recruiting method
<b>Education and Training</b>	Attainment of level 1 standard of education, or be able to demonstrate an equivalent level of knowledge through practical relevant experience	Level 2 qualification in a related area  First Aid Certificate  Health and food safety certificate	Application/Interview
<b>Skills and Experience</b>	Experience of working with children  Good communication skills  Ability to prioritise between different demands  An interest in children and education	Experience of working with children in a school or similar environment	Application/Interview/Assessment
<b>Specialist Knowledge and Skills</b>	Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people  Demonstrates an awareness, understanding and commitment to equal opportunities		Application/Interview/Assessment
<b>Behaviours and Values</b>			Application/Interview/Assessment



**Special Conditions related to the post**

***The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.***

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by the Trust.

<b>How to apply:</b>	<p>Application pack from school office.</p> <p>Please complete an application form in full and return to Pensans School by post or email.</p> <p>Please note that we do not accept CVs.</p>
<b>Contact details:</b>	<p>Address: Pensans School, Madron Road, Penzance TR20 8UH Tel: 01736 363627</p> <p>E-mail: <a href="mailto:head@pensans.cornwall.sch.uk">head@pensans.cornwall.sch.uk</a></p>
<b>Closing date:</b>	<p>We are expanding our team of lunchtime supervisors over the summer and autumn term and as a result there is no closing date for applications. Please send applications in and we will be in contact if you meet the essential criteria with an invitation to interview. We plan to hold interviews for this post week commencing 16<sup>th</sup> July; week commencing 3<sup>rd</sup> September; week commencing 1<sup>st</sup> October and week commencing 5<sup>th</sup> November 2018.</p> <p>If you have not been contacted to attend an interview for this role by 5th November, please assume that you have not been shortlisted because you do not meet the essential criteria.</p>

***Our Trust is committed to providing employee benefits that motivate and reward our employees.***

**Our benefits include:**

- A competitive salary
- You will be eligible to join the local government pension scheme
- Any previous continuous service will be recognised
- Family friendly policies
- Childcare vouchers
- Continued professional development support