



Truro and Penwith
Academy Trust

PENSANS SCHOOL

Pensans School, Madron Road, Penzance, TR20 8UH

secretary@pensans.cornwall.sch.uk

Headteacher: Ms Angela Clay

www.pensansprimary.co.uk

LUNCHTIME SUPERVISOR RECRUITMENT PACK

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School information for applicants



Welcome to Pensans School

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 develop a passion for learning. As part of EdTransform we are committed to the following core principles:

1. We place the learner at the centre of all of our activities, continuously reflecting on how effectively our actions are impacting on the outcomes of each individual.
2. Our curriculum content is relevant to the lives of our learners, ensuring that outcomes are authentic and have an impact on the real world.
3. We provide learners with the necessary tools and environments to enable them to be flexible, choosing how, where and with whom they work.
4. We ensure learners are engaged in collaborative, self-directed learning with the teachers acting as facilitators.
5. We strive for staff members to be treated as professionals, ensuring that we place significant emphasis on professional dialogue and time to plan, design and teach in teams for a significant proportion of their work.
6. We respect and promote the work life balance of employees ensuring that work place systems and schedules encourage a healthy balance. Policies and protocols are regularly reviewed and evaluated to measure their relevance and effectiveness in order to ensure these bureaucratic systems are kept to a minimum.
7. We provide opportunities to network and collaborate across the whole EdTransform network and with our wider community, sharing information freely.
8. We place huge importance on research and on developing new pedagogies and tools to liberate learning from past conventions to connect learners in new and powerful ways.

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. Our school serves a community of deprivation and we are committed to raising standards and ensuring that all children achieve.

Formerly part of Penlee Academy Trust, we joined Truro and Penwith Academy Trust (TPAT) in June 2017. TPAT is a supportive and collaborative organisation with one primary focus: the improvement of teaching and learning within Cornwall. The Academy Trust works with local schools to ensure that young people in Cornwall have access to the best possible learning experiences.

Class organisation

The school currently has 258 plus Nursery (40) children on roll.

Nursery for 2 year olds – Caterpillars – 9 children

Nursery for 3/4 year olds - Butterflies – 25 children

Reception – Bumblebees – 28 children

1 x Year 1 class – (Green)

2 x mixed Year 2 classes (Orange and Lime))

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

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

Staff organisation

The school has 7 full-time teachers, 6 part-time teachers and a full-time headteacher. In addition, we have an NNEB Qualified Nursery Nurse, a Nursery Lead for 2 year olds and 25 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 four staff including the Headteacher, plus any staff for whom the agenda is particularly relevant.

We are strongly committed to staff development and learning.

Our curriculum

We have invested in providing a bespoke, exciting and creative curriculum which inspires and motivates children and supports high quality learning. Our curriculum is underpinned by a commitment to REAL Projects.

At Pensans we believe that children need to have a connection with their local community and the wider world. Staff plan learning opportunities within their projects to get children outside in our wonderful school grounds as well as our local environment and around Cornwall. Children get to experience a Forest School programme and experience camps and residential to enrich their learning further.

At the end of each termly project there is a public outcome and we pride ourselves on the engagement and behaviour of our children.

We love to be involved in our local community and regularly link with neighbouring schools, churches, we perform at the annual St Piran's celebrations and Mazey Day as well as many local sporting events.

We provide a range of extra-curricular clubs including rugby, high five, football, cricket, choir, cookery, drama, sewing and many more.

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. Successful candidates will be required to undertake an enhanced Disclosure and Barring Service (DBS) check, and will be assessed against the Childcare Disqualification Regulations.

Useful Information and Recruitment Timescale

We hope you find this pack provides all the information you need in order to consider your application for this post.

Any questions or matters you would like to discuss informally, or to arrange a visit please contact:

Catherine Harvey– by email secretary@pensans.cornwall.sch.uk or call 01736 363627

Please note that CVs will not be accepted.

Closing Date:

All forms in the application pack to be completed and returned to: secretary@pensans.cornwall.sch.uk by **midnight Wednesday 23rd January 2019.**

Shortlisting

To ensure the fairness of the selection process, shortlisting will be based upon the information which you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification.

Interviews

Interviews will be held on **Tuesday 29th January 2019.**

Job Description

Lunchtime Supervisor

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.

We welcome visits to find out more about our school and the post.

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Job Title:	Lunchtime Supervisory Assistant
Code:	Point 1
Salary Range:	£15,505 FTE / pro rata - £7.83 per hour
Hours:	5 hours per week (Mon – Fri 12-1pm, term time only)
Base:	Pensans School
Responsible to:	Teaching staff and Play Leader
Direct Supervisory Responsibility for:	None
Important Functional Relationships: Internal/External	<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
Education and Training	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
Skills and Experience	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
Specialist Knowledge and Skills	Demonstrates an interest in education Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people		Application/Interview/Assessment

	Demonstrates an awareness, understanding and commitment to equal opportunities		
Behaviours and Values			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.

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How to apply:

To download an application pack please visit: Cornwall County Council or TPAT website. If you need to have a paper copy please contact the school office as

	<p>below. Please complete the application pack in full and return to: secretary@pensans.cornwall.sch.uk or by hand to the address below.</p> <p>Please note that we do not accept CVs.</p>
Contact details:	<p>Address: Pensans School, Madron Road, Penzance, Cornwall TR20 8UH</p> <p>Tel: 01736 363627 E-mail: secretary@pensans.cornwall.sch.uk</p>
Closing date:	<p>Wednesday 23rd January 2019 (Midnight)</p> <p>(Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful)</p>
Interview date:	<p>Interviews for shortlisted applicants will be held on Tuesday 29th January 2019.</p>

Letter from Chair of the Board of Trustees

Ellen Winsor MBE

Chair of the Board of Trustees

Truro and Penwith Academy Trust

Thank you for your interest in this opportunity to join the Truro and Penwith Academy Trust.

We are proud of our Academy Trust and what has been achieved since it was established early in 2014. During a sustained period of growth, the Trust has expanded and now includes twenty three schools with another three set to join shortly. The Trust encompasses provision across the nursery, primary and secondary phases of education with schools grouped in three main clusters in the Truro area, West Cornwall and the Clay Country.

The Trust is innovative and dynamic and works in partnership with the Cornwall Teaching School and its associates to provide bespoke school support and effective improvement activities. Staff receive high quality development opportunities and schools in the Trust benefit from the considerable expertise of Truro and Penwith College which can help to identify cost effective and local solutions as well as supporting excellent leadership and governance.

Central to everything that is done in the Trust are the students. We firmly believe in equality and the importance of encouraging and helping every one of our children and young people to achieve their full potential. Our key focus is on improving learning and teaching for all in a safe and welcoming environment where children and young people are respected and feel valued.

We recognise and encourage the local distinctiveness and the individuality of schools and hope to inspire them to become beacons of hope and aspiration in the communities they serve.

The Trust is looking for an exceptional candidate with vision, energy and determination who is able to work with committed and supportive colleagues to build on this success and seize opportunities to further develop the Trust and deliver first class education in Cornwall.

If you have the ambition and qualities to take on this role we look forward to receiving your application.

Ellen Winsor MBE

Chair of the Board of Trustees

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