



**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.

Ms Angela Clay - Headteacher

## 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 220 plus Nursery (35) children on roll.

Nursery for 2 year olds – Caterpillars – 8 children

Nursery for 3/4 year olds - Butterflies – 27 children

Reception – Bumblebees – 18 children

1 x Year 1 class – (Green)

1 x Year 2 classes (Orange)

1 x Year 3 classes (Amber)

3 x mixed Year 4 + 5 classes (Cobalt, Indigo and Violet)

1 x Year 6 class (Turquoise)

## Staff organisation

The school has 5 full-time teachers, 5 part-time teachers, a full-time deputy headteacher and a full-time headteacher. In addition, we have an NNEB Qualified Nursery Nurse, a Nursery Lead for 2 year olds and 18 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 please contact:

Catherine Harvey– by email [secretary@pensans.cornwall.sch.uk](mailto:secretary@pensans.cornwall.sch.uk)

Please note that CVs will not be accepted.

### Closing Date:

All forms in the application pack to be emailed and returned to: [hr@pensans.cornwall.sch.uk](mailto:hr@pensans.cornwall.sch.uk) by midnight **Monday 3rd May 2021**.

### 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 **Friday 7th May 2021**.

## Job Description and person specification table

### Lunchtime Supervisor

Required as soon as possible, one lunchtime supervisor – 5 hours per week, term time only. 1 hour each lunchtime on Monday to Friday. This will be a permanent variable contract.

The main purpose of this role is 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. Other duties include the supervision of children during the lunch period in accordance with the school's pupil management, discipline, behaviour and bullying policies. Completing the necessary records with regard to any incidents relating to such policies. The successful candidate will also positively interact with approved group activities and games for children as authorised by the Lunchtime Playleader / member of the teaching staff, so as to enhance the development of children's learning and social integration. They will also make sure that appropriate indoor activities are made available to children during wet lunchtime break periods which ensure appropriate and safe behaviour of children during these periods.

When writing your application please refer to the essential and desirable criteria in the following pages.

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.

<b>Job Title:</b>	Lunchtime Supervisor
<b>Code:</b>	Sup24
<b>Salary Range:</b>	Point 1 - £8.96 per hour £17,285 annum/pro rata
<b>Hours:</b>	5 hours per week (Monday – Friday term times only – 12pm to 1pm (or as required)
<b>Base:</b>	Pensans
<b>Responsible to:</b>	(Lunchtime Playleader / Teachers
<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

<b>Main Purpose of Job:</b>
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

<b>Main Duties and Responsibilities:</b>
<ul style="list-style-type: none"> <li>• 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</li> <li>• To report back to the appropriate Teacher any issues relating to children's progress, achievements, behaviour or problems which may become apparent</li> <li>• 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.</li> <li>• 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</li> <li>• 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 food</li> <li>• 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</li> <li>• 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</li> </ul>

<b>General/Other:</b>
<ul style="list-style-type: none"> <li>• 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</li> <li>• New Appointments: 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</li> <li>• To be aware of and adhere to all Trust policies and procedures</li> <li>• To be responsible for your own continuing self-development and attend meetings as appropriate</li> <li>• To undertake other duties appropriate to the post as required</li> </ul>

<b>Person Specification:</b>	<b>Essential</b>	<b>Desirable</b>	<b>Recruiting method</b>
<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	Application/Interview

		Health and food safety certificate	
Skills and Experience	<div>Experience of working with children</div> <div>Good communication skills</div> <div>Ability to prioritise between different demands</div> <div>An interest in children and education</div>	Experience of working with children in a school or similar environment	Application/Interview/Assessment
Specialist Knowledge and Skills	<div>Demonstrates an interest in education</div> <div>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</div> <div>Demonstrates an awareness, understanding and commitment to equal opportunities</div>		Application/Interview/Assessment
Behaviours and Values			Application/Interview/Assessment

Special Conditions related to the post
<p><b><i>The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.</i></b></p> <p>Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:</p> <ul style="list-style-type: none"> <li>• Enhanced Disclosure &amp; Barring Service (DBS) Certificate with barred list information</li> <li>• Receipt of two satisfactory employer references one of which must be from your current or most recent employer</li> <li>• Satisfactory verification of relevant qualifications</li> <li>• Satisfactory health check</li> <li>• </li> </ul> <p>All new employees will be required to undertake mandatory training required by the Trust.</p>

<b>How to apply:</b>	<p>To download an application pack please visit the vacancies section:  <a href="http://www.pensansprimary.co.uk">www.pensansprimary.co.uk</a></p> <p>Please complete all forms in full and return to: <a href="mailto:hr@pensans.cornwall.sch.uk">hr@pensans.cornwall.sch.uk</a></p> <p>Please note that we do not accept CVs.</p>
<b>Contact details:</b>	<p>Address: Pensans School, Madron Road, Penzance, Cornwall TR20 8UH</p> <p>Tel: 01736 363627 E-mail: <a href="mailto:hr@pensans.cornwall.sch.uk">hr@pensans.cornwall.sch.uk</a></p>
<b>Closing date:</b>	<p>Application date – Wednesday 5th May (Midnight)</p> <p>Interviews – Tuesday 11th May</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>



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Truro Business Park  
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01872 613101  
[recruitment@tpacademytrust.org](mailto:recruitment@tpacademytrust.org)

October 2020

Dear Applicant

### **Vacancies within Truro and Penwith Academy Trust (TPAT)**

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

We are proud of our Academy Trust and what has been achieved since it was established in early 2014. During a sustained period of growth, the Trust has expanded and now includes 28 schools with 3 having joined us at the beginning of April 2019. The Trust encompasses provision across the nursery, primary and secondary phases of education with schools grouped into 3 main clusters (hubs).

In January 2019, the Trust was highly praised in a summary evaluation visit by Ofsted. The findings confirmed that the Trust is one that schools want to join. It was acknowledged that there is high quality support with the Trust for schools and that Headteachers feel supported and empowered.

The Trust is innovative and dynamic and works in partnership with 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 the TPAT Central Team 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 pupils and 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.

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 challenging role we look forward to receiving your application.

Ellen Winser MBE

Chair of the Board of Trustees

Truro and Penwith Academy Trust