

Success Academy Trust



JOB APPLICATION PACK

Thomas Estley Community College



Station Road
Broughton Astley,
Leicestershire, LE9 6PT



01455 283 263

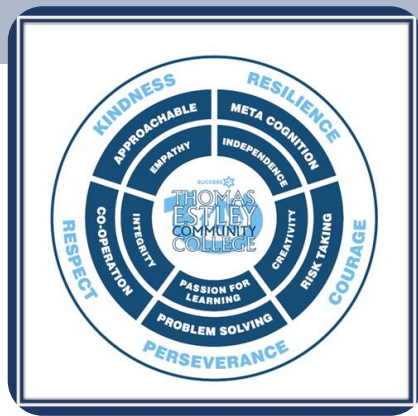


thomasestley.org.uk

APPLY NOW

THOMAS
ESTLEY
COMMUNITY
COLLEGE

Community of courage and commitment to success



Community of Courage & Commitment to Success

Aiming to achieve our best.

Taking full advantage of every **learning opportunity**.

Showing **resilience** through our experiences and challenges.

Seeking out our **talents** and following our dreams.

Reaching out for opportunities to **lead and encourage others**.

Making **a positive difference** and celebrating success.

Including the **whole community**, sharing, caring and giving time as needed.

Treating each other with **kindness, fairness and respect**.

Finding space in our lives for **fun, joy, praise and laughter**.

Station Road, Broughton Astley, Leicestershire, LE9 6PT Tel: 01455 283 263
admin@thomasestley.org.uk - www.thomasestley.org.uk

Dear Applicant,

November 2023

LUNCHTIME SUPERVISOR

The college is looking to appoint a Lunchtime Supervisor to supervise and ensure the safety of students throughout the mid-day break.

Thomas Estley Community College is a popular college serving the village of Broughton Astley, Cosby and surrounding areas. We have a current number on roll of over 900 Key Stage 3 & 4 students, as well as a specialist communication and interaction provision, and host a satellite base of Birkett House Special School. We are the lead school in Thomas Estley Learning Alliance (an alliance of over twenty primary and secondary schools) and the secondary school in Success Academy Trust. The College also has extensive extended schools provision including our primary out of school club, Pre-School, Sea Cadets and secondary extra-curricular clubs, as well as adult and community evening provision.

We have a strong family ethos and are looking for an enthusiastic and committed applicant who wants to work with our warm, welcoming team to further our mission statement of Building Leadership and Character Together. Should you decide to apply for this role, please ensure that you use the **Personnel Specification** for guidance when completing your application form.

Closing date for applications is Monday 4th December at 12.00noon.
Applications can be emailed to hr@thomasestley.org.uk.
If required paper applications can be obtain from College reception.

Yours Faithfully

Mandi Collins
Principal



Registered in England – Company No: 8135389 VAT Reg: 153227431
College Principal: Mandi Collins - College Manager: A Willett



Featuring additional entitlement to our ‘Three Steps to Success’ for all our Success Academy Trust staff...



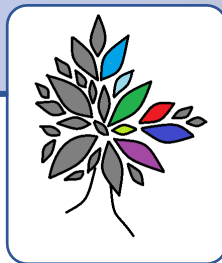
ENTITLEMENT TO OUR TRUST TRAINING PACKAGE AS APPROPRIATE TO CAREER STAGE DEVELOPMENT, ROLE AND EXPERIENCE



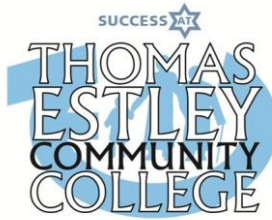
TALENT MANAGEMENT DEVELOPMENT ROUTES WITHIN THE TRUST WITH A PERSONALISED CAREER PLAN



WELLBEING FOR SUCCESS – OUR OWN PERSONAL WELLBEING AND SUPPORT PACKAGE TO HELP YOU FLOURISH



Please visit [Success Academy Trust](https://www.successat.org.uk) to view 'Who we are'



Job Title: Lunchtime Supervisor

Grade: 4 (£11.78ph)

Hours: 5 hours per week

Monday to Friday, 13.10pm until 2.10pm daily (1 hour)

Number of days worked can be flexible

Responsible to: Duty Manager

Job purpose:

To supervise and ensure the safety of students throughout the mid-day break by encouraging students to treat each other with respect and to follow the Academy's Positive & Negative Choices Policy at all times.

MAIN DUTIES AND RESPONSIBILITIES

- Take instructions from the Lunchtime Manager and/or Senior Leadership Team (SLT) regarding the supervision of students throughout the lunchtime break.
- Supervise designated areas, both inside & outside of the building by following the rules set out in the Positive & Negative Choices and reporting unruly behaviour to the appropriate person.
- Deal with minor problems and report any persistent unruly behaviour, incidents of fighting, bullying or racial / personal abuse to the class teacher or a member of the SLT as appropriate
- Ensuring good communication at all times via the college Walkie Talkie system – protocols and training will be provided.
- Be aware of and comply with Academy policies relating to child protection, health and safety, confidentiality and data protection.
- Report all incidents relating to Health and Safety to the Premises Officer / Business Manager.

SPECIAL FACTORS:

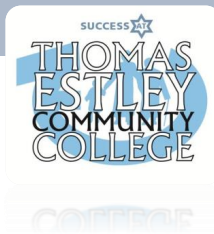
The nature of the work may involve the postholder carrying out work outside of normal working hours. You may be required to work in other Academies across Success Academy Trust as required and due to the needs of the Trust.

The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.

This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

WHOLE COLLEGE RESPONSIBILITIES:

- Support current policies and recognised good practice within the college
- Be aware of the importance of confidentiality and data protection
- Participate in annual Performance Reviews with your Line Manager, based on agreed objectives.
- Willingness to be flexible in both approach and use of time.
- All tasks should be undertaken with due regard to Health & Safety regulations.
- To undertake such other duties which are within the scope of the job purpose, title of the job and its grade.

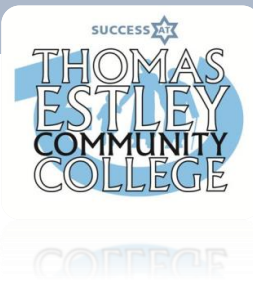


THOMAS ESTLEY COMMUNITY COLLEGE - PERSONNEL SPECIFICATION

Job Title:

Scale: Grade

QUALIFICATIONS & TRAINING	ESSENTIAL	DESIRABLE
Current first aid certificate		✓
KNOWLEDGE		
An understanding of child development and social interaction		✓
An understanding of the value of constructive play opportunities		✓
EXPERIENCE		
Experience of supervising students		✓
SKILLS & ATTRIBUTES		
Ability to ensure a high standard of behaviour at all times	✓	
Ability to act on own initiative, dealing with any unexpected problems that arise		
Demonstrate good interpersonal skills		
Ability to work effectively as part of a team	✓	
Ability to remain calm under pressure		
To be resourceful and creative	✓	
A passionate belief in the school's values		
A commitment to safeguarding	✓	
Must be eligible to work in the UK	✓	



All **Thomas Estley Community College** employees are expected to promote and safeguard the welfare of students at this school.

The job description sets out the responsibilities of the post at the time it was drawn up. Such responsibilities may vary from time to time without changing the general character and requirements of the post or the level of responsibility entailed.

Variations are a common occurrence and do not necessarily constitute additional responsibilities or warrant a higher grade.

