



**St Michael's
CE Primary School**
Let your light shine

Head Teacher: Mr A Evans

Somerville Road
Bournemouth
Dorset
BH2 5LH

Supervisory Assistant

Grade 2, Scale Point 2-3

7.5 hours per week term time only

FTE - £22,367

Actual - £3,878.21

Application Pack

Closing Date: 9am Friday 20 September 2024

Interview Date: TBC

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Welcome to St Michael's Church of England Primary School

I am thrilled that you have decided to apply for the role of Supervisory Assistant at our school.

You will be part of a thriving community of over ninety members of staff and over six hundred and thirty children and their parents. No two days are ever the same and this variety and diversity makes the school the incredible place we all love.

My vision is encapsulated in the aims and vision statement below. Your role will be to work as part of a diligent team of teachers and support staff that make these aims a daily reality for our children.

I look forward to receiving your application, and welcome visits by appointment with the school office.

Our school is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced with barred list check from the Disclosure and Barring Service. As part of our Safer Recruitment process, please take the time to read through our 'Safeguarding and Child Protection Policy', which can be found by following the below link:

<https://www.stmichaelsprimary.bournemouth.sch.uk/policies/>

Our School also completes an online search on shortlisted candidates, as part of our due diligence checks.

Yours faithfully



Anthony Evans
Headteacher



Our Church School Vision

Our vision is used across all policies and guides our work. Our vision is:

Like a lighthouse, St Michael's is a beacon of safety and stability. It takes courage to learn and remember knowledge, develop new skills and allow your own light to shine in the world. We respect our differences and know that working peacefully together allows our lights to shine more brightly.

'Let your light shine' Matthew 5:16

School Values

Our school values are **Peace, Courage, and Respect**

Aims

We have simplified our vision and values into our school aims listed below:



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About St Michael's Church of England School

St Michael's School has been educating, serving and nurturing the children of Bournemouth for almost 150 years, existing on its current site since 1878. Many years and building projects later, St Michael's is now a modern, well-equipped, three-form entry primary school. The school welcomes children from Reception to Year 6.

Situated in central Bournemouth, a coastal town boasting nine miles of sandy beaches. Bournemouth has a rich history dating back to Victorian times, when it played host to literary icons such as Mary Shelley and J R R Tolkein. Once a popular spa town, it remains a desirable holiday destination and a vibrant place to live.

Owing to its unique location, the children of St Michael's are able to take advantage of all Bournemouth has to offer. From trips to the fascinating Russell-Cotes Art Gallery and Museum, to participating in events at the impressive Bournemouth Library and enjoying sports days on the beach. All right on our doorstep.

As the population of Bournemouth has evolved over the past two decades, so has that of St Michael's. One of the school's many strengths lies in the diversity of its pupils and their families. Between them, the children of St Michael's are able to speak or understand over fifty languages and come from all around the world. The children's cultures and languages are celebrated and seen as valuable assets in enhancing their learning journey as they move toward being global citizens of the future.

St Michael's is a Church of England school with an active link to St Michael's Church, a short walk away. At its heart are the Christian values of Peace, Courage and Respect. Our school's Christian vision is expressed by the verse from Matthew 'Let your light shine' – every individual is given the space and encouragement to find their strengths and fulfil their potential.

The children work hard learning a challenging, knowledge-rich curriculum, taught by passionate, committed teachers who go over and above to provide the best learning experiences for each child in their class. Teachers and teaching assistants work in an environment of mutual respect and support, keeping up to date with the latest research-based evidence, through regular training, discussion and study, to constantly develop and improve their pedagogy and practice. They seek to adapt and respond to the changing needs of their pupils and provide the best possible, rounded education in an atmosphere of safety, stability and inclusivity.

The school's varied and engaging curriculum is reflective of the wonderfully diverse community it serves. It has been designed to prepare children with the social, moral, cultural and academic knowledge they need to move forward confidently into secondary school and beyond. Pupils are provided with a wide range of opportunities and experiences to stimulate their curiosity, enhance their learning and inspire them to develop their aspirations.

Books are a fundamental part of school life at St Michael's, where children enjoy reading for pleasure and are taught by teachers who love to read. Our children become confident, life-long readers themselves through a rich and diverse diet of books.

Both children and staff are supported by a dedicated Senior Leadership Team (and a dog), who lead the school forward with the clear vision of providing a place of safety and stability, of courage and respect, where children love to learn. In addition, a friendly, efficient Office Team contributes to the smooth day-to-day running of the school. All staff are an integral part of our team and vital in facilitating the exceptional educational experience St Michael's strives to offer to each and every one of its children.

Job Description for Supervisory Assistant Grade 2

Post Details: Supervisory Assistant	
Post Title: Supervisory Assistant	Business Unit: Schools
Post No./Vacancy Ref:	Section/School Type: Primary School
Grade/Payscale: Grade 2 - £11.59 per hour	School Name: St Michael's Bournemouth
1. Job Purpose & Objectives	
Details	
<p>As an important and valued member of the school's support staff, integral to the smooth running of the lunchtime period, and contributing to the Christian ethos reflected in this Church of England Primary School, the Supervisory Assistant is required to:</p> <ol style="list-style-type: none"> 1. Act as a responsible member of a conscientious team, fulfilling responsibilities efficiently and effectively. 2. Maintain a welcoming, courteous stance when dealing with children, parents, directors, fellow members of staff and other visitors, treating everyone equally and fairly. 3. Work to a timetable outlined by the Head teacher or Deputy Head teacher, which is regularly reviewed and may be subject to change at any time. 4. Maintain strict confidentiality, given the close contact with children and other members of the school's staff. Any enquiry from a parent should be directed to the class teacher, or Head teacher/Deputy Head teacher, immediately without comment. <p>The parameters of the Supervisory Assistant's tasks are encompassed within the Conditions of Service for School Support Staff.</p>	
2. Main Duties & Responsibilities	
2.1 Qualities to do the job well	
<p>These are seen as the following:</p> <ol style="list-style-type: none"> (a) Always having the right attitude including being flexible/adaptable and showing initiative. (b) Having the ability to access and deal with incidents in an efficient and effective manner, remaining calm at all times. (c) For health, safety and security reasons, seeing that it is important to work well with colleagues as a conscientious member of the lunchtime team. (d) Not letting differences of opinion affect the work routine. (e) Confident knowledge and understanding of the correct procedures and what to do in the event of any emergency, such as a fire or bomb alert. (f) Understanding the thinking and practice underpinning the school's behaviour shaping policy and observing it fully. 	

(g) Being able to access and deal with incidents in an efficient and effective manner, bringing those that require it to the attention of a member of the Senior Leadership Team and/or First Aid Supervisory Assistant if an accident or illness.

2.2 Lunchtime arrangements

Pupils eat their packed and hot lunches in the Hall. Due to the number of pupils involved, this takes place across a number of sittings.

When not eating their lunch, pupils will be in the playgrounds (if dry) or classrooms (if wet).

The Supervisory Assistant is expected to work closely with all members of the lunchtime and Senior Leadership teams to ensure the lunchtime routines run as smoothly as possible.

2.3 Lunchtime Duties

Hall Duties

The Supervisory Assistant is expected to:

- (a) Ensure pupils apply hand-gel prior to eating their lunch.
- (b) Ensure there is quiet, orderly behaviour from the pupils and that the children eat sensibly, displaying good table manners throughout.
- (c) Foster independence in the children in all areas.
- (d) Offer assistance to the children during the mealtime, as required.
- (e) Ensure that the children eat the majority/all of their lunch.
- (f) Clear up food and drink spillages or sickness as and when they occur.
- (g) Ensure all children have sufficient water to drink (refilling water jugs in Hall as necessary) and promoting independence. Open food containers for children if assistance is required.
- (h) Wash/sweep floor area and clear rubbish to bin area.
- (i) Ensure that any plates/trays/beakers/cutlery used are thoroughly washed/sterilised using the dishwasher in the kitchen, placing cleaned items in the relevant storage area.
- (j) Assist with setting up/clearing away of tables and chairs.

Other duties

(a) Ensure there is acceptable behaviour from the children at all times and, where not, apply agreed sanctions as outlined in the school's 'Behaviour Shaping Policy' or with assistance of the Senior Leadership Team.

(b) See that pupils remain in their respective playgrounds and/or within their designated areas, unless for a recognised purpose.

2.4 Health & Safety

There are several legal responsibilities linked to this job, which are:

- (a) Being aware of and promoting health and safety at work.
- (b) Knowing what to do in the event of an accident or emergency and who to contact in these instances.

2.5 Security

Awareness is the key here, such as:

- (a) Knowing the school surroundings and any potential danger to others
- (b) Approaching every stranger to the school without a school security pass (i.e. a 'Visitor' card on a lanyard) and politely enquire who they wish to see
- (c) Not leaving unattended any stranger without a school security pass.

2.6 Personal staff development

Review, from time to time, progress against agreed objectives, timetables, etc with the Senior Leadership, and participate in agreed, further professional development.

As a Supervisory Assistant it may be required that duties, other than those outlined in this job description, will need to be undertaken from time to time in support of the functioning of this school as directed by the Head teacher/Deputy Head teacher/Assistant Head Teacher.

3. Supervisory / Managerial responsibility

Not applicable

4. Key contacts and relationships

Polite contact and communication is expected at all times whether dealing with pupils, staff colleagues, school directors, parents/carers, school visitors, visiting professionals or volunteer helpers.

Frequency of contact with these people will vary from day to day. Some communications can be of a delicate nature. Confidentiality must be maintained at all times (excluding safeguarding concerns, which must be shared immediately with the school's Designated Safeguarding Lead

5. Safeguarding

Our school is committed to safeguarding, preventing radicalisation and promoting the welfare of children and expects all staff to share this commitment. Rigorous checks will be made of the successful applicant's background credentials including Enhanced DBS and Childcare Disqualification checks.

The job-holder is expected to adhere to, and ensure compliance with, relevant Safeguarding/Child Protection policies and procedures at all times. If in the course of carrying out duties of the role, the job-holder identifies any instance that a child is suffering, or likely to suffer significant harm either at school or at home, s/he must report the concerns to the school's Designated Safeguarding Lead.

6. Other

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Headteacher or nominated representative (in consultation with the postholder) to reflect the changing work composition of the business.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher or his delegated representative.

Person Specification

Person specification		
Job Title: Supervisory Assistant		
<p>Note for Candidates The person specification is a picture of the skills, knowledge and experience needed to carry out the job. It will be taken into consideration in the short-listing and interview process for this post. You may wish to use this to help you when completing your application form.</p>		
CATEGORY	E	D
<p>KNOWLEDGE</p> <ul style="list-style-type: none"> • health and safety procedures • safe working practices • hygiene and cleanliness • working to time constraints 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>EXPERIENCE</p> <ul style="list-style-type: none"> • previous cleaning experience • experience of working in a school 		<p>✓</p> <p>✓</p>
<p>SKILLS</p> <ul style="list-style-type: none"> • ability to complete cleaning tasks to desired standard • ability to work effectively and supportively as a member of a team • ability to work in an organised and methodical manner 	<p>✓</p> <p>✓</p> <p>✓</p>	
<p>PESONAL QUALITIES AND ATTRIBUTES</p> <ul style="list-style-type: none"> • willingness to help supervise children at lunch or clean any area of the school as requested by the caretaker, the School Business Manager and/or Head Teacher • willingness to take personal responsibility for standard of work carried out • willingness to participate in further training and development opportunities • willingness to maintain confidentiality on all school matters • able to undertake physically demanding work 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	