



# new wave federation

**APPLICATION PACK**  
**Midday Meals Supervisor**



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## Welcome Letter from the Executive Headteacher

Dear Applicant,

Thank you for your interest in our advert for the post of Midday Meals Supervisor at the New Wave Federation. This position is for either one of our schools within the Federation.

The schools within the Federation are Grazebrook Primary School based in Stoke Newington, Shacklewell Primary School based in Dalston and Woodberry Down Community Primary School based in Manor House. The New Wave Federation was created in April 2016. Our schools federated after forming long term partnerships sharing expertise of best practice in all areas of education. We are very excited about this continued opportunity to raise standards and share our learning experiences. We are delighted that you would like to be part of this and welcome you to join us as we embark on this journey.

This pack has been put together to help you with the application process. If you would like to visit the school for a tour to learn more about the schools we are happy for you to contact us. If you have any questions that you would like to ask please do contact **Ms Alia Choudhry, Federation School Business Manager on 020 7254 1415.**

The role requires someone who is passionate about children's learning through play and who has a rich knowledge and understanding of arranging and supervising appropriate play and physical activities. Previous experience of working as a Midday Meals supervisor is preferable. The right person will be someone who is up to date with 21st century education, who can organise pupils at lunchtime and can be creative and resourceful. Our parents and carers want the very best education for their children and so do we.

The successful applicant will work in close collaboration with the Headteacher and the Senior Leadership Team.

We can offer you schools which are popular and well resourced, have a friendly and dedicated staff with good opportunities for development.

Our schools are vibrant, diverse and inclusive. There are challenges but also great rewards in the work here. If you are an effective communicator, have vision, energy and believe that every child can and will succeed, we would like to meet you.

Kind regards,



Mrs Nicole Reid  
Executive Headteacher

## About our Schools



### Grazebrook Primary School – OFSTED 2012

Grazebrook Primary is a larger than average-sized school. The proportions of pupils from minority ethnic backgrounds and those for whom English is an additional language are well above average. The proportion of disabled pupils and those who have special educational needs is smaller than average. Most of this group have moderate learning difficulties. The proportion of pupils known to be eligible for free school meals is above average. The school has gained many accreditations, including Primary Science Silver Quality

Mark, Sing Up Silver, and the Rights Respecting School award. The school runs a daily breakfast club and after-school club. The New Wave Teaching Alliance is based at the school. The school meets the government's current floor standards, which set the minimum expectations for pupils' attainment and progress.

**At its last OFSTED inspection (February, 2012) it was reported that the school is an Outstanding school.**

### Shacklewell Primary School – OFSTED 2019

Shacklewell is larger than the average-sized school. The early years consists of two Reception classes and two part-time Nursery classes with provision for two-years-olds. The proportion of pupils with SEND is above average. The proportion of disadvantaged pupils is above average. The school's values of resilience, creativity and hard work are deeply embedded across the school. Pupils thrive as a result. Leaders have been strikingly successful in securing the consistent high quality of teaching and an effective curriculum that underpins learning across the school. This enables pupils of all ages to make substantial progress. Leaders and staff foster a positive environment and conditions which are highly conducive to successful learning. Pupils benefit from the technology that they are encouraged to use from a very early age. They develop high levels of skills in using computers.

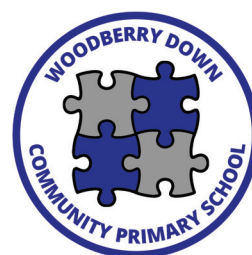
**At its most recent OFSTED inspection (March, 2019) it was reported that the school is an Outstanding school.**



### Woodberry Down Community Primary School – OFSTED 2012

Woodberry Down Community Primary School is a larger than average sized primary school where most of the pupils are from ethnic minority backgrounds. The majority of pupils are learning English as an additional language. A significant minority of these are at the early stages of language acquisition. The proportion of pupils supported by school action plus or with a statement of special educational needs is above average. Many more pupils than in most schools join or leave partway through their primary education. The proportion of pupils known to be eligible for free school meals is well above average. A large minority of pupils are refugees. The school meets the current government floor standard, which sets the minimum expectations for pupils' attainment and progress. This is an outstanding school where the life chances of all pupils are maximized. Pupils' achievement is outstanding. The Apple Regional Teaching Alliance is now based at this school which was awarded to the New Wave Teaching Alliance.

**At its last OFSTED inspection (June, 2012) it was reported that the school is an Outstanding school.**



## Job Description

<b>Post Title:</b>	Midday Meals Supervisor
<b>Responsible to:</b>	Assistant Head Teacher / Headteacher / Executive Head
<b>Accountable to:</b>	New Wave Federation Governing Board
<b>Salary:</b>	Scale 2 (point 3 – 4) £22,002.00 - £22,398.00 pro-rata term time only 7.5 or 10 hours a week
<b>Responsibilities:</b>	To work in the dining hall and the playgrounds as a general support and 1 to 1 support for children with special educational needs

## Job Summary

- Ensure there is a secure and welcoming facility to support, motivate and supervise pupils in eating their meal and play activities. Responsible for the health, safety, conduct and well being of all pupils, and in particular those in the class allocated under the duty rota.
- Also ensure the smooth running of the meal arrangements by anticipating and dealing with problems and promoting constructive play ideas with pupils.

## Main Duties

- This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

### Support for Pupils:

#### At mealtime:

- Ensure that the meal arrangements comply with all school policies and provide a safe environment for pupils, including those with special needs.
- Support pupils in meal arrangements.
- Teach games to the pupils.
- Ensure that the pupils wash and dry their hands.
- Ensure that the pupils move through school quietly and behave in an orderly way in the dining hall.
- Ensure that pupils who have special dietary needs or whose parents have requested a packed lunch, receive the correct meal. Pour water for the pupils.
- Ensure that pupils eat their meal in a socially acceptable way – talking quietly to pupils either side of them.
- Encourage pupils to be independent in clearing away after a meal. Teach the pupils to keep the floor clean.
- Promote a learning environment within the ethos of the school.
- Establish constructive relationships with pupils and interact with them according to individual needs. Promote the inclusion and acceptance of all pupils.

#### In Playtime:

- Ensure pupils are dressed appropriately for the weather (checking coats are fastened).
- Make sure that toilets are used sensibly.
- Ensure that pupils are not in the building when they should be outside.
- Teach games and implement good behaviour in the playground (follow the appropriate policy).
- Be aware of any pupils with special needs who may need extra awareness in the playground or at lunch.
- Ensure that everyone (adults and pupils) is treated with respect and that equality of opportunity is given to all (see Equal Opportunity Policy).
- Supervise a class while they play classroom games, draw or finish school work.
- Read a story or play games.
- Ensure equipment is returned to its correct place in an orderly way and in good condition before the start of the afternoon teaching session with others.
- To recognise and report on child protection issues according to school policy.
- Ensure that behaviour and first aid incidents are recorded involving pupils in all classes and that these are passed to the appropriate person.
- Communicate any general concerns to the class teacher at the end of the lunchtime.

## Support for the School:

- Prepare, maintain and use resources required to meet requirements and assist pupils in their use.
- Ensure the pupils are always supervised, arrive punctually to their classroom, and the area is tidied up each day. Ensure the playground equipment is used and stored properly. Be punctual and reliable.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Appreciate and support the role of other professionals. Attend and participate in relevant meetings as required. Participate in training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to the Council's Equal Opportunities policies and to the standards of customer care.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

## General Duties

- The post holder must at all times carry out his/her responsibilities with due regard to The Hackney Learning Trust policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with The Hackney Learning Trust's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.





## Person Specification

	Essential (E) / Desirable (D)
<b>Experience</b>	Working with or caring for pupils of relevant age (E)
<b>Knowledge</b>	Understanding of relevant policies/codes of practice and awareness of relevant legislation. (E) Commitment to and understanding of Equal Opportunities. (E) Basic understanding of child development and learning.
<b>Skills and Ability</b>	Good numeracy / literacy skills and communication skills. (E) Confidence in dealing with young people, maintaining discipline and motivation. (E) Ability to self-evaluate learning needs and actively seek learning opportunities. (E) Ability to relate well to pupils and adults. (E) Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. (E) Displays commitment to the protection and safeguarding of children and young people. (E)

## Application Process

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement, addressing all the criteria identified in the selection criteria.

Candidates are advised that when completing the references section on the application form to please ensure that:

- Your first referee is your current, or most recent, employer;
- You provide a referee who can attest for your ability to work with children; and
- If you do not have an employment referee, please provide details of a tutor, lecturer or someone who can provide an appropriate character reference.

Candidates must ensure that if they are successful at interview, that they are able to provide evidence of their Right to Work and Remain in the UK. We are fully committed to following all safeguarding procedures. The school is not able to employ any person who cannot validate their Right to Work and Remain in the UK in line with the Asylum, Immigration and Nationality Act 2000.

Completed application forms must be received by **12pm Friday 8<sup>th</sup> November 2019**. Please be advised that if you do not hear from us within two weeks of the closing date, you have not been short listed on this occasion. Interviews are week commencing **Monday 18<sup>th</sup> November 2019**.

If you have any queries or require any further information, please contact **Ms Alia Choudhry on 020 7254 1415** or email **[achoudhry@newwavefederation.co.uk](mailto:achoudhry@newwavefederation.co.uk)**

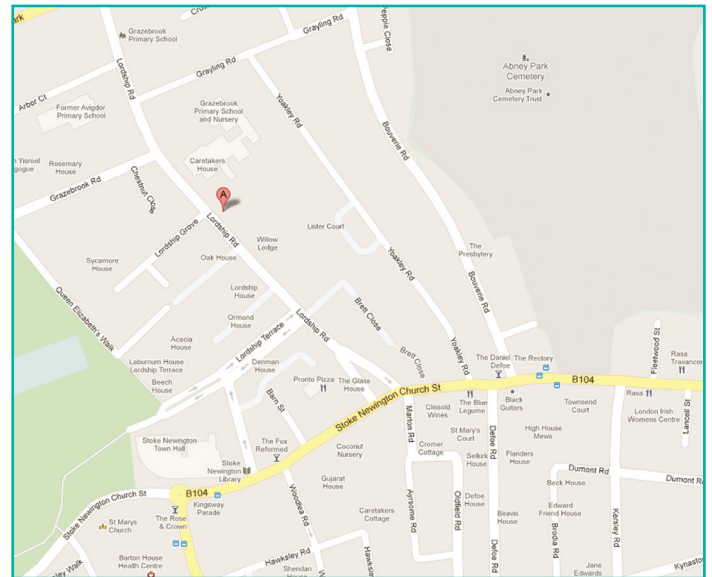
If you would like to have an informal discussion about the post then please contact me via email at **[nreid@newwavefederation.co.uk](mailto:nreid@newwavefederation.co.uk)**

We look forward to receiving your application.



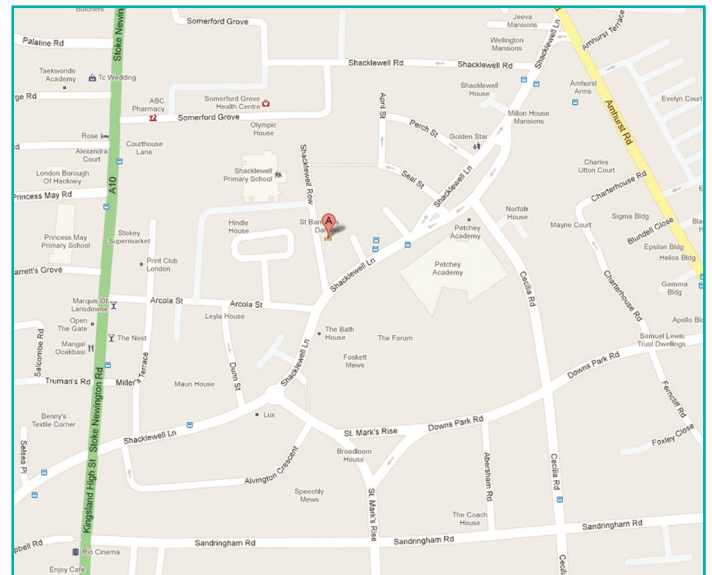
**Grazebrook Primary School**  
 Lordship Road, London N16 0QP

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 Fax: 020 8442 5202  
 E-mail: GOffice@newwavefederation.co.uk  
 Web: www.grazebrook.hackney.sch.uk



**Shacklewell Primary School**  
 Shacklewell Row, London E8 2EA

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 Fax: 020 7254 1151  
 E-mail: SWoffice@newwavefederation.co.uk  
 Web: www.shacklewell.hackney.sch.uk



**Woodberry Down Community Primary School**  
 Woodberry Grove, London N4 1SY

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