



Candidate Information Pack

**Role: Midday Supervisory Assistant
(MSA)**

Required for: *June 2023*



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Chief Executive Officer's Welcome

A very warm welcome to Aspire Academies Trust. I am delighted that you are interested in joining one of our family of schools.

Our Multi Academy Trust (MAT) comprises of six primary schools, and a Training Centre, currently supporting approximately 2500 students and 350 staff. In the next three years, we intend to extend the current numbers further and welcome more schools into the Trust.

The advantage of working within a MAT is that there are many natural opportunities for collaboration on every level. It is easy to become insular in a stand-alone own school or to only see things from one school's perspective. Being part of a MAT enables deeper, more meaningful links to be established, leading to more efficient ways of working and sharing of resources, ideas and best practice. It is our experience that this helps the whole school community to benefit.

I wish you the very best of luck in your application. You won't find me, or the Aspire Central Team, hiding behind closed doors. We welcome a chat and take a proactive role with our Academies and their Local Advisory Bodies. We like to get to know people personally and thrive on working as part of a team so I look forward to meeting you soon.

Kind regards,

Vicky Parsey
CEO

Principal's Welcome

My name is Ms Shah, and I am the Principal at Broadfield Academy.

At our wonderful school, we believe learning is a journey and would like to help all our children to develop their learning power! All the adults at our school work hard to make learning fun and relevant. We strive to help you develop essential skills that can be used in school and beyond!

Every child should be given the best possible opportunities to succeed. We feel they should be able to cultivate their talents and gifts at school, so each child can make a positive difference in the world. Everybody has something that they are good at and if they do not know what it is, we will help them to find it!

School is not just about getting good grades or being good at English or Maths. We know the wider world works well because different people are good at different things. That is why our learning includes lessons related to: self-development, confidence, citizenship, problem-solving, social skills, indoor and outdoor learning, sports and other skills that support us to become capable and moral human beings.

If you are still keen to apply, please read on and I look forward to receiving your application. This pack should provide you with all the information you need as you start your career with us, but if there is anything else you would like to know about Broadfield Academy, please do get in touch.

Role Overview and the Trust Schools

We are seeking a Midday Supervisory Assistant (MSA) to join our lunchtime team. This role involves supervising and interacting with the children outside in the playground, in the dining halls and in the hall supervising inside activities. The ideal candidate will enjoy making lunchtimes a fun, positive, safe time for the children.

This is a permanent post working 1 hour per day, 5 days per week (Monday-Friday) (term time only - 38 weeks per year). Working hours will be 12pm – 1pm. The salary is £20,441 (FTE) pro-rata. Actual Salary £2,309

Our Schools

Name	Location	Brief outline of the school	Facilities
Bedmond Academy	Abbotts Langley	A small one form entry primary school, based in the warm, vibrant village of Bedmond which sits on the edge of Hemel Hempstead and Watford. Joined the Trust in 2017.	A purpose built school situated in large grounds consisting of fields and woods. A recently built hub which is used for meetings and breakfast and after school club. There is an ongoing improvement plan for the site.
Bovingdon Primary Academy	Bovingdon village	A two form entry school set in the heart of the village. This is a popular, oversubscribed village school with an outstanding Ofsted grading. One of the first 3 schools to form the Trust.	Consists of the original school building and later purpose built additional buildings.
Broadfield Academy	Hemel Hempstead	A two form entry school which was originally an infant and junior school and later converted to a Primary. Joined the Trust in 2018.	Purpose built school with extensive playing fields. The buildings have been well maintained. There is a family centre on the site.
The Grove Academy	Watford	A large three form entry school in Garston with an 80 place nursery. One of 3 schools to form the Trust in 2014.	This is a large site with extensive outdoor space. The buildings are over 2 floors.
Hammond Academy	Hemel Hempstead	A two form entry school which currently has 1 bulge year. One of the original 3 schools which formed the Trust.	A large site with spacious learning environments. There are 3 separate outside areas and playgrounds for different year groups and an outside canopy.
Knutsford Primary Academy	Watford	A friendly, oversubscribed two form entry primary school. Joined the Trust in 2018.	The original school was built in 1939 and destroyed by fire in 1999. It took 3 years to re-build and now boasts a lovely purpose built building with a recently installed all-weather pitch.



Application Procedure

For a confidential discussion regarding this vacancy, please contact:
Nicole Mesnick (nmesnick@broadfieldacademy.org.uk)

For visits to the school, please contact:
Nicole Mesnick (nmesnick@broadfieldacademy.org.uk)

Please complete your application on My New Term using the link below:
www.mynewterm.com

We are only accepting applications through My New Term. In compliance with Safer Recruitment Guidelines CV's will not be accepted.

Closing date:
Wednesday 7 June 2023

Interview date:
ASAP

Shortlisted candidates will be contacted with details of the interview process.

Safer Recruitment

Aspire Academies Trust is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check (DBS) as well as other pre-appointment checks outlined in Keeping Children Safe in Education (September 2021).

Equal Opportunities

At Aspire Academies Trust we believe that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in the school have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation and religion or belief. To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply for this vacancy.

Role Description

Midday Supervisory Assistant (MSA)

Salary scale: (£20,441) FTE (£2,309) Actual

Purpose of the role

- To ensure the safety and wellbeing of pupils during the lunch period

Accountability

- The post holder reports directly to the Pastoral Lead

Key responsibilities

- Prepare the layout of the tables in preparation for lunch including laying up tables.
- Supervise the pupils when they are in the dining room eating lunch, encouraging good social skills and manners.
- Clear up the dining room after the lunch break including clearing any food and wrapping left on the tables, wiping the tables and chairs, and sweeping the floor.
- Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs.
- Setting out and storing equipment.
- Provide a safe environment for pupils to play/socialise outside.
- Encourage children to be resilient and independent and follow the values of their school.
- Ensure the behavior system is followed and deal with incidents accordingly. Report to senior staff in line with the schools policy.
- Provide first aid during the lunch period as required (training will be provided).

Person Specification

Knowledge Health and Safety Level 1 Safeguarding / Awareness of keeping children safe Understanding of the Schools Ethos, Vision and Values Manual Handling First Aid certificate	Competencies Communication Team working Active listening Sensitivity Initiative
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Benefits of Working for Aspire Academies Trust

There are many benefits to working for the Trust.

Cross Trust Working

- The advantage of working within a multi-academy trust (MAT) is that there are many natural opportunities for collaboration on every level. Being part of a MAT means we can forge deeper links, sharing of resources, ideas and best practice. It is our belief that when schools work together, share their ideas and draw on each other's strengths, they can achieve so much more.
- We regularly create ways of working in partnership across the Trust, for example shared INSET, working parties, forums for business, education, governance and more. We urge you to seek these opportunities out, take advantage of them as learning opportunities and use them as a stepping stone to further your development and career progression.

Development and Career Progression Opportunities

- As we grow and incorporate more academies, greater opportunities not just for collaboration, but for progression will open up. Our aim will always be to fill leadership vacancies from within the Trust wherever possible, to support our employees in their career progression. To support this aim, we have worked with West Hertfordshire Teaching Schools Partnership to create our 'career ladders'. These ladders show the routes available to employees who wish to progress, and the development opportunities available to support them in those goals. There are also opportunities to move within our Academies to grow and develop within the Trust or apply for secondments to gain valuable experience in a different setting.

Leave

- There are many types of leave available to employees, from career breaks to study leave.

Pension Schemes

- You will be auto-enrolled into the relevant pension scheme although you have the option to opt out if you wish. For more information, visit
For support staff: www.lgpsmember.org
For teachers: [Teachers' Pensions \(teacherspensions.co.uk\)](http://Teachers'Pensions(teacherspensions.co.uk))

Childcare Vouchers

- Childcare Vouchers closed for new applicants on the 4th October 2018 and will be replaced with a new government scheme called Tax-Free Childcare which is not administered by your employer.

For more information, visit <https://www.gov.uk/tax-free-childcare>

School Lunch

- We appreciate that schools are busy places therefore a free school meal, from our kitchen, is available for every member of staff. Our catering teams pride themselves on the quality and variety of food on offer to our pupils and staff.

Performance Management

- We want you to feel valued as an employee, to grow with us as a Trust and to achieve your potential, whatever your role or aspiration. As such, performance development is incredibly important to us as a Trust. We work hard to ensure effective performance development by using both formal and informal processes to support individuals and teams to achieve high levels of performance at the current time and to be able to do the same in the future.
- The key to great performance and continuing development, we find, is establishing a shared understanding about what skills, behaviours, standards or changes need to be made or gained in order to achieve the Trust and Academy goals.

Aspire Academies Trust Values

At Aspire we have strong values and expect our staff to work to these values and behaviours. We would expect future employees to share in our values and be committed to upholding them and holding others to account on working to our high expectations.

Values	Behaviours and characteristics
Integrity	Honesty, trust, respect, fairness, equity, openness, autonomy
Aspirational	High expectations, positivity, passion, motivated, challenging, energy, craftsmanship
Collaboration	Stakeholder focus, sharing, communicating, partnerships, community, Trust-wide and beyond
Creativity	Research-rich, innovative, enterprising, horizon-gazing, curious
Relationships	Humility, respect, caring, empathy, professional behaviours, approachable, safety
Accountability	Responsibility, commitment, focus, standards, individual and shared, co-agency



We look forward to receiving your application, good luck!

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