



NORTHAMPTON PRIMARY  
ACADEMY TRUST PARTNERSHIP



Lunchtime Supervisor





## Welcome from the Chair of the Board of Directors

We are delighted that you are interested in applying for a position at the Northampton Primary Academy Trust (NPAT).

The Northampton Primary Academy Trust Partnership was founded in August 2012 and was built on the vision of five Headteachers to bring together like-minded schools to provide quality-first teaching and learning to all children across member schools, delivered and supported by passionate personnel of the highest professional calibre. Our member schools come in many shapes and sizes, from small to large, split-site primaries and cover a diverse geographical range and socio-economic mix.

Our vision is to achieve “educational excellence, creating opportunities and enriching lives”. To achieve this, our mission is to develop a Multi-Academy Trust of highly effective and sustainable schools. NPAT schools all share a common vision and are committed to the NPAT values, whilst retaining the freedom to innovate and develop their own identity and character.

The Trust is built on the principle of synergy; that a collaboration of vibrant and successful schools can achieve collectively what a single school couldn’t achieve alone. NPAT improves our schools using teamwork and innovation through partnership working that brings together children, parents, teachers, governors and school leaders.

From the original five schools we have seen progressive growth, with fourteen schools currently on board. Whilst we grow in size, the Trustees and Executive Team are keen to ensure that we retain the values and ethos upon which our Trust was originally built.

Joining our Trust will mean that you will benefit from excellent opportunities to learn and further your career, through strong collaboration and good career progression opportunities across our school network, and you will have great fun along the way.

We are on an amazing journey and we would be delighted to welcome you on board to be an integral part of it!

Thank you.

## Dear Applicant

Thank you for your interest in furthering your career at Northampton Primary Academy Trust. We aim to appoint and retain the highest calibre of staff at all levels. We work hard to ensure that our staff have every opportunity to develop as professionals throughout their career.

We are committed to developing the best working practices for our staff and ensure that staff working conditions, workload and well-being are at the heart of our thinking.

**Our NPAT Staff Pledge** shows our ongoing commitment to our workforce and we try to ensure that anyone working in an NPAT schools can expect:

- A fair and reasonable workload.
- High quality training and CPD opportunities that meet the needs of individual members.
- A fair pay and reward package at least equal to the national agreement for teachers, and the Local Authority pay scale for support staff.
- Support and incentive to ensure positive well-being.
- Higher priority placement in the school that you work at for the admission of staff children.

NPAT is committed to providing the most innovative, creative, and inclusive education possible. We pride ourselves on high expectations and outcomes for our children through a curriculum which is aimed at nurturing the whole child academically and personally.

We are committed to the personal and professional development of our staff, offering innovative, collaborative, and supportive approaches to training and development courses in priority areas. We are always keen to hear about the professional needs of our staff, so please feel free to let us know of any areas that you feel we could support you with.

NPAT always aims to be at the forefront of the latest educational thinking and research, including our current work on curriculum development which will provide clarity to teachers about wider curriculum content so that their valuable time can be spent concentrating on delivery and personalising this to meet the needs of their learners. We aim to work with the very best educational researchers and give our staff every opportunity to hear the latest research evidence tied in to our education strategy and priorities.

We hope that you will join us in one of our NPAT schools and look forward to working closely with you.

Yours sincerely,

*Julia Kedwards, OBE*

**NPAT Chief Executive Officer**

**Follow us on Twitter:** @NPATrust, **Telephone/text:** NPAT Office 07741 654181  
**Email:** [recruitment@npatschools.org](mailto:recruitment@npatschools.org), **Website:** <https://npatschools.org/index.php>

*“The Northampton Primary Academy Trust (NPAT) is committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors, and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including the right to work in the UK, a health check, an enhanced DBS check and satisfactory references.”*



## The Northampton Primary Academy Trust (NPAT)

NPAT was formed in 2012 by a group of five Northampton Schools who believed that by working together, they could achieve something truly special for children across Northampton Town. NPAT is now a collaboration of fourteen schools representing 4700 fabulous children and over 700 amazing staff. Our schools are:

Abington Vale Primary School  
Blackthorn Primary School  
East Hunsbury Primary School  
Ecton Brook Primary School  
Headlands Primary School  
Langland Community School  
Lings Primary School  
Park Junior School  
Rectory Farm Primary School  
Simon de Senlis Primary School  
Thorplands Primary School  
Stanton Cross Primary School  
Upton Meadows Primary School  
Weston Favell C of E Primary School

NPAT is driven by a vision of innovation, high aspiration and achievement, and a commitment to sport and the arts. This approach is encapsulated in our motto:

***'Achieving Extraordinary Things'***

NPAT schools all share a common vision - ***to achieve educational excellence, create opportunities and enrich lives*** - and are committed to shared principles and approaches whilst retaining the freedom to innovate and develop their own identity and character. Our schools span a range of communities and locations across the town, and we are able to offer staff opportunities to collaborate with others across the Trust.

The partnership is built on the principle of synergy; our collaboration of vibrant and diverse schools can collectively achieve more than a single school working alone. NPAT schools improve using collaboration and innovation through partnership working that brings together children, parents, teachers and school leaders, with the understanding that we are one organisation with many different sites:

***'My school is your school; your children are 'our' children.'***

Within the partnership, schools will have a range of strengths and needs and will be at different stages in their improvement journey. All schools are committed to an ethos of mutual support, sharing of best practice and co-creation of NPAT policies and curriculum approaches.

## East Hunsbury Primary School

### A Welcome from the Headteacher

*Be Kind. Work Hard. Believe.*



My name is Kat Pennington and I am proud to be the Headteacher of East Hunsbury Primary School.

East Hunsbury Primary School (EHPS) is a family-centred, ambitious and forward-thinking school that is not only inclusive and welcoming for all of our families, but it is a school with the highest of standards and expectations. We have recently received a glowing Ofsted report which confirmed that we are a 'good' school (you can read it [here](#)).

East Hunsbury Primary School is a two-form entry mainstream primary school but it also has the most amazing 50-place Specialist Unit for children with Profound and Multiple Learning Difficulties.

We want all our pupils to experience success and achieve their potential in a caring, inclusive community. A community, in which, everyone feels confident, valued and able to contribute. A community in which, parents are invited to work closely in partnership. A community in which, diversity is embraced and celebrated. A community in which, we can all learn, laugh and celebrate together. We are proud to say we are a Flagship School for our successful inclusive practice.

At EHPS, we put children at the heart of everything we do and every decision we make because we know just how much a child can achieve and understand that it is our job to ensure that they do. We want to foster an enthusiasm for learning that remains throughout life while equipping our pupils with the physical, emotional, social and intellectual skills they need to be happy and successful.

At EHPS, we believe all children can learn through laughter and by being exposed to an exciting, diverse range of opportunities including sport, outdoor learning, the Arts and STEM. We have a curriculum that is aspirational, enabling and inclusive and believe in high-quality, ongoing professional development for our staff because it is important that we are the best that we can be.

At EHPS, we are kind and behaviour is exemplary. We are committed to safeguarding all of our pupils. We want our teachers to love their job, feel fulfilled and supported. Staff wellbeing is very important to us, and we pride ourselves on being a staff that cares, listens to one another, works together and one that creates a vibrant professional learning culture. As a community, we uphold our values of: Be Kind. Work hard. Believe.

If you are reading this, then you are likely to be interested in the job that we are advertising (great!).

If you would like more information about our fabulous school, then please check out our:

- Website: <https://easthunsburyprimary.org.uk>
- Facebook page: <https://www.facebook.com/EastHunsburyPrimarySchool/>
- Twitter: @EHPS\_primary

Or call the school office as we will be more than happy to help and answer any questions that you may have. Alternatively, you can book to come and visit us!



If you want to work at a school that values kindness, is committed to both excellence and enjoyment, prioritises staff professional development and places children at the centre of everything – then East Hunsbury Primary School could just be the place for you.

With best wishes  
Kathryn Pennington

## Job Description: Lunchtime Supervisor (Mainstream and Specialist Unit)

Salary Scale: Scale C Point 2-3 (FTE - £22,366 - £22,737)

7.50 hours per week Term time only

11.45am – 1.15pm Monday to Friday

Responsible to: Lindsey York (Mainstream) or Lucy Boswell (Specialist Unit)

Responsible for: Supporting pupil's during the midday break.

Line Managed by: Lindsey York or Lucy Boswell

### Main purpose

A midday supervisor will be part of a team that is responsible for supervising pupils and the school's premises during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

### Duties and responsibilities

#### Supervision

- Supervise pupils in the lunch area, playground and classrooms (for wet play or eating)
- Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher or line manager.
- Monitor pupils that aren't engaging in play and feedback any concerns to class teachers or line manager.
- Always ensure an adequate viewpoint when supervising.
- To encourage all pupils to eat but especially those with special needs or disabilities, and to assist children with cutting up food, opening tubs, pouring water etc. where appropriate to e.g. age of child, needs of child, as necessary.
- Where appropriate, to collect pupils from classroom ensuring that they are adequately dressed for the weather conditions.
- To actively support the role of Young Sports Leaders in terms of the setting out of equipment, organisation of games / activities and show the importance of keeping the rules, playing fairly etc. and report any problems to the Teacher responsible for supervising the Play Leaders.

#### Organisation

- Set up and put away the tables, chairs and other equipment needed for eating in the lunch area.
- Manage pupils' entrance and exit from the lunch area and playground in an orderly manner and in accordance with the school's policies, procedures, children's needs and school's high expectations.
- Clean up food, water spillages and put crockery away.
- When necessary, organise lunchtime activities such as games outside or talking activities in the hall/classroom.

#### Health and safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks.
- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider.
- Record details of incidents in line with the school's reporting procedures.
- Be aware of and support pupils with medical/dietary needs.
- Keep up to date with children's medical and dietary need.
- Promote the school's policy around healthy eating to pupils.

- Feedback concerns relating to pupils' health and safety to a senior member of staff. Keep up to date with Health and Safety training

### **Behaviour**

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy.
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy. Make sure children tidy up after themselves in the lunch area and when using play resources/equipment. Follow any directions from class teachers on supporting specific pupils with challenging behaviour. Uphold the school's values, rules and behaviour policy.
- Be proactive in dealing with behaviour or obtaining help or training as deemed necessary.

### **Play**

- Organise play activities to encourage pupils to play and make use of play equipment.
- Offer educational instruction where needed to help pupils to share play equipment.
- Help to resolve issues between pupils during play activities.
- Be a positive role model of play during lunchtime.
- Be committed to developing positive relationship with children through play.

### **Safeguarding**

- Make sure pupils remain on the school premises during the lunchtime break.
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals.
- Keep up to date with Safeguarding training, including reading and understanding the document KCSIE and their role/responsibilities within it.

### **Other areas of responsibility**

- Be committed to upholding our school values of: Be Kind. Work Hard. Believe
- Read and follow the relevant school policies.
- Undertake training required to develop in the role.
- Adapt to the needs of the children and organization of area, whether they are working in the mainstream or Specialist Unit

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a midday supervisor will carry out. The postholder may be required to do other duties appropriate to the level of the role.

## Person specification

| CRITERIA                           | QUALITIES ESSENTIAL  | QUALITIES DESIRABLE  |
|------------------------------------|--|--|
| <b>Qualifications and training</b> | <ul style="list-style-type: none"> <li>The ability to read and write, and do basic calculations.</li> </ul>  | <ul style="list-style-type: none"> <li>GCSE in Maths and English at grade C or above</li> <li>Any relevant childcare qualifications</li> <li>First aid training (or willingness to complete it)</li> </ul>                 |
| <b>Experience</b>                  | <ul style="list-style-type: none"> <li>Working with children or young people</li> <li>Working and collaborating within a team</li> </ul>   | <ul style="list-style-type: none"> <li>Working in a range of settings supporting children or young people including those with SEND.</li> <li>Working as a lunchtime supervisor in another educational setting.</li> </ul> |
| <b>Skills and knowledge</b>        | <ul style="list-style-type: none"> <li>Ability to respond quickly and effectively to issues that arise.</li> <li>Ability to use own initiative and take action accordingly.</li> <li>Effective communication with adults and children</li> <li>Ability to follow instructions from senior team members including direct line manager.</li> <li>Ability to have a firm but fair approach to handling behaviour issues in line with the school's policies.</li> <li>Ability to build effective working relationships with colleagues and children</li> </ul> |  |
| <b>Personal qualities</b>          | <ul style="list-style-type: none"> <li>Commitment up upholding our school values of: Be Kind. Work Hard. Believe.</li> <li>Commitment to supporting and understanding pupil needs.</li> <li>Uphold and promote the ethos and values of the school including the ability to uphold our school values of: Be Kind. Work Hard and Believe.</li> <li>Maintain confidentiality at all times.</li> <li>Commitment to safeguarding, equality, diversity and inclusion.</li> </ul>   |  |

This job description and person specification may be amended at any time in consultation with the postholder.

### Statement of Equality

Northampton Primary Academy Trust is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills. Applications are invited from all members of the community.

We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff and Governors treat visitors, volunteers, contractors and former staff members.

### Safeguarding

Nothing is more important than keeping all our children safe, especially the most vulnerable. The NPAT Partnership is fully committed to ensuring that children with SEND, those eligible for Pupil Premium funding and other vulnerable groups are able to achieve as highly as possible. Schools within the partnership will have the most rigorous and updated procedures and policies which help keep children in our care safe. We will ensure that all vulnerable groups of children achieve highly, when compared to their peers nationally, through the following measures:

- All schools will be subjected to an annual safeguarding audit
- All schools will hold the Inclusion Quality Mark (IQM)
- Behaviour and Safety of children will be outstanding in all our schools.

Our Trust policy can be found here: <https://npatschools.org/index.php/npat-information/safeguarding>

### How to Apply

To apply for this position, please complete the attached Trust Application Form and submit, together with a letter of application of no more than two sides of A4 supporting your application.

Please return by email to [longji@easthunsburyprimary.org](mailto:longji@easthunsburyprimary.org) or by post to Kathryn Pennington, Headteacher, East Hunsbury Primary School. Penvale Road, Northampton. NN4 0QW

Closing date: Ongoing

**Please note that we have the right to withdraw or close this application at any time.**

## GDPR Recruitment Privacy Notice

### Policy Statement

We are Northampton Primary Academy Trust. As part of your application to join us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual’s personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual’s personal data is known as “processing”.

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

### What information do we process during your application process?

We may collect, hold, share, and otherwise use the following information about you during your application process.

#### *Up to and including shortlisting stage:*

- your name and contact details (i.e. address, home and mobile phone numbers, email address);
- details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
- your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- information regarding your criminal record;
- details of your referees;
- whether you are related to any member of our workforce; and
- details of any support or assistance you may need to assist you at the interview because of a disability.

#### *Following shortlisting stage, and prior to making a final decision*

- information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;\*

- confirmation of your academic and professional qualifications (including seeing a copy of certificates);\*
- information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity;\*
- your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;\*
- medical check to indicate fitness to work;\*
- a copy of your driving licence (or other appropriate documentation as listed on the Home Office list);\*
- if you are a teacher, we will check your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions);\* and
- equal opportunities' monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (\*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

### **Where do we get information from about during your application process?**

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), and the Home Office, during the recruitment process.

### **Why do we use this information?**

We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

- to assess your suitability for the role you are applying for;
- to take steps to enter into a contract with you;
- to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching; and

- so that we are able to monitor applications for posts in the Trust to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.

### **How long will we hold information in relation to your application?**

We will hold information relating to your application only for as long as necessary. If you are successful then how long we need to hold on to any information will depend on type of information. For further detail please see our Retention and Destruction Policy.

If you are unsuccessful we will hold your personal data only for six months, after which time it is securely deleted.

### **Who will we share information with about your application**

We will not share information gathered during your application process with third parties, other than professional advisors such as legal as HR advisors.

### **Rights in relation to your personal data**

All individuals have the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact:

NPAT Data Protection Officer [dpo@npatschools.org](mailto:dpo@npatschools.org)

Please also refer to our Data Protection Policy for further details on making requests for access to personal data.

Individuals also have the right, in certain circumstances, to:

- Object to the processing of their personal data
- Have inaccurate or incomplete personal data about them rectified
- Restrict processing of their personal data
- Object to the making of decisions about them taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of their data protection rights

If an individual wants to exercise any of these rights then they should contact the Trust's Data Protection Officer. The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then the individual will be notified of the reasons why in writing.

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Protection Officer in the first instance. However an individual can contact the Information Commissioner's Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>.

### **Contact**

If you would like to discuss anything in this privacy notice, please contact:



NPAT Data Protection Officer [dpo@npatschools.org](mailto:dpo@npatschools.org)

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