

# The **GALLERY** TRUST

A community of special schools



## Lunch-Time Supervisor Candidate Information March 2020

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## **Welcome**

Thank you for your interest in the post of Lunch-Time Supervisor at Bardwell School.

Bardwell School is a successful school and has grown in recent years with a current number on roll of 85 students.

Bardwell School is a community special school for children aged 2 – 19 with severe learning difficulties and profound and multiple learning difficulties. We are passionate about children at Bardwell having their abilities recognised and celebrated, whilst receiving an excellent education. The whole staff team is committed to very high standards both professionally and in relation to every aspect of our pupils' education.

Bardwell School is a member of The Gallery Trust, an expanding Special Needs Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The Trust has a national reputation for excellence and is influential in the development of SEND strategy in the county. With two academies currently in the Trust, and with two special schools currently in negotiation to join our MAT, the Trust's aim is to build a community of six to eight special schools over the next ten years.

Please visit our website to find out more about the school, and if you would like to visit the school to find out more about this exceptional opportunity and inform your application, you will be most welcome. Our staff and students will be delighted to meet you!

On behalf of the Board of Trustees, thank you again for your interest and we look forward to hearing from you.

*Sian Rodway*  
*Chair of Trustees*

### **Lunch-Time Supervisor**

**Grade 4: £18,426 pro rata per annum**

**Salary: £9.55-£9.74 per hour**

**Actual annual salary £3,110.82 per annum**

**7.5 hours a week, term time only (38 weeks a year)**

**To start April 2020 (or as soon as possible)**

Bardwell School is the community special school in Bicester, we serve the Bicester and Kidlington areas, but also have children from across Oxfordshire. We are seeking enthusiastic and motivated staff to join our thriving and vibrant community at an exciting time in our development.

Judged as Good by Ofsted in July 2018, we recognise ourselves as a very strong school, that is on a continuous journey of school improvement. We make respectful relationships with our students through our understanding of their special educational needs, thorough assessment of their skills and abilities and carefully planning next steps for them. We are a warm and caring community, dedicated to equipping pupils with the skills and knowledge they need to succeed.

If you share our passion for making a real difference to the lives of children and young people with special needs, this could be the opportunity you are looking for. In return for your contribution to our team, you will work in an environment, which is innovative rewarding and fulfilling. As part of the Lunch-Time Supervisor Role we will provide you with induction and training. This is an exciting time to join our team, having recently joined The Gallery Trust, we are further developing our curriculum and assessments and will soon be having a new hall and classrooms built to support further expansion.

### **Application process**

To apply for this post, please email [jobs@bardwell.oxon.sch.uk](mailto:jobs@bardwell.oxon.sch.uk) or telephone 01869 242182 to request an application form and a job pack. You can also download an application form and job pack from our website: [www.bardwell.oxon.sch.uk](http://www.bardwell.oxon.sch.uk)

Please submit your application form by 5pm on Friday 27<sup>th</sup> March 2020 to [jobs@bardwell.oxon.sch.uk](mailto:jobs@bardwell.oxon.sch.uk) or by post. Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria. We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

Bardwell School is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. The successful candidate will be subject to an Enhanced DBS check, Occupational Health check and a probationary period of 6 months. The Gallery Trust is an equal opportunities employer and we welcome applications from a range of ethnic backgrounds to represent diversity in line with our school community.

## About The Gallery Trust

The Gallery Trust is a Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. Formerly known as The Iffley Academy Trust, the driving force of the Trust is simple: it is to provide outstanding education and support for young people with special needs and disabilities, enabled through:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

The Trust currently has three member Academies: Iffley Academy, Bardwell School and Bloxham Grove Academy, a new free special Academy scheduled to open in 2020 in North Oxfordshire. The Trust is currently in formal negotiation with two special schools who are keen to join the Trust, and a further three special schools in the county have expressed interest in becoming part of The Gallery Trust. The Trust's vision is to build an organisation over the next ten years which includes converter academies, free schools and sponsored academies, and which will meet the needs of all cohorts of SEND students in the county. All constituent academies will have the opportunity to share expertise across the Trust and work with peers who are specialists in SEND, sharing common aims and goals.

The Trust is committed to investment in learning, developing leadership, working in partnership and through a shared vision, enabling all students to reach their full potential.



## **JOB DESCRIPTION**

### **Lunch-Time Supervisor**

#### **Job and Person Summary**

Bardwell School is a Special School that educates children and young adults who have a wide range of Learning Difficulties. We are looking to employ lunchtime staff to support our pupils and young adults when eating their lunch and throughout their break-time.

The successful applicants will join class teams consisting of a class teacher, and teaching assistants. If you have the right attitude and ethos to work at Bardwell School we will support you by providing induction and training to ensure you have the skills and knowledge to support our pupils effectively.

#### **To be considered for this role you must have:**

- High expectations of all children and a commitment to ensuring they can develop and reach their potential.
- The ability to develop fair, respectful, supportive and constructive relationships with young people.

#### **Personal Qualities you have will include:**

- A fun, can do approach
- The ability to communicate effectively with children, young adults and colleagues.
- Being able to act on feedback and be open to mentoring.
- Patience.
- The ability to celebrate positive behaviour and achievements.

#### **We will provide induction and training to ensure you:**

- Have the skills to support pupils with their eating, drinking and personal care needs.
- Understand the importance of effective positioning and the principles that underpin this.
- Have knowledge on how to establish a stimulating play environment and positively influence our pupils' play opportunities.
- Know how to make professional judgments to prioritise and manage a range of tasks.
- Carry out your duties in line with our School Policies, including Safeguarding and Child Protection and Health and Safety Policy.

At Bardwell School we take safeguarding seriously. All staff have a responsibility to keep our pupils and staff safe. You will receive training in line with this crucial responsibility.

**A typical day will include:**

**11.45:** Arrive in class and discretely complete any preparation tasks before lunch (this could include washing items used during morning lessons and supporting pupils with personal care).

**11.55 – 12.30:** Supporting pupils to develop independence with their eating skills. This may also include administering medication and supporting pupils who are fed by gastronomy tube.

**12.30 – 13.00:** Supervising play activities and having a positive influence while encouraging an inclusive play atmosphere.

**13.05:** Ensuring pupils are back in class to start their afternoon lessons. Discretely support any preparation for the afternoon (including washing items used at lunch time and supporting with personal care).

**13.05 – 13.15:** Completing any tasks in class following lunch (this could include washing items and supporting pupils with personal care).

This role will also include completing personal care tasks with pupils, supporting children who may express their feelings and frustrations who behaviours. It will suit a positive, dynamic person with a can do, flexible approach.

The above activities are only an indication of the advertised role. You will have a flexible attitude and will work under the direction of the class teacher and headteacher.

## **SELECTION CRITERIA**

### **Lunch-Time Supervisor**

#### **Essential:**

- Understanding of child development and learning
- Ability to relate well to children and adults
- Ability to work flexibly, throughout the whole school, meeting the needs of pupils in a range of contexts
- Good organisational and interpersonal skills
- Willingness and ability to undertake physical management of pupils, following appropriate training

#### **Desirable:**

- Experience of working with or caring for children of relevant age
- Team Teach trained
- First aid trained
- Understanding of relevant policies/codes of practice and awareness of relevant legislation