

The **GALLERY** TRUST

A community of special schools



**Lunchtime supervisor
Bardwell School**

Candidate Information Pack
August 2023

Thank you for your interest in the post of Lunchtime Supervisor at Bardwell School.

Bardwell School is a community special school for children aged 2 – 19 years with severe learning difficulties and profound and multiple learning difficulties. The school has 105 pupils on roll, following recent expansion of the school buildings.

We are passionate about students at Bardwell having their abilities recognised and celebrated, whilst receiving an excellent education. The staff team is committed to very high standards in relation to every aspect of our pupils' education. The school is values led, with every decision underpinned by its principles and values. These values include a positive reinforcement approach to behaviour management and a non-label led, individualised approach to planning and delivering learning for all students.

Bardwell School is a member of The Gallery Trust, an expanding Special Needs Multi Academy 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 six academies currently in the Trust, our aim is to build a community of eight to ten special schools over the next five years.

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

Thank you again for your interest and we look forward to hearing from you.



Julie Foot
Head Teacher

JOB DESCRIPTION

Lunch Time Supervisor

Grade 4: £21,189 to £21,575 pro rata per annum
Actual annual salary £3,601.25 to £3,666.85 per annum
7.5 hours a week, term time only (38 weeks a year)
Working Pattern: Monday – Friday 11:45am – 1:15pm

We are seeking enthusiastic and motivated staff to join our thriving and vibrant community at an exciting time in our development.

The role of lunchtime supervisor involves setting appropriate boundaries for children, supporting with their education and care and liaising with families to get the best possible outcomes. You will have the attributes to work across the whole school, including supporting children with complex health and medical needs and students who may demonstrate physically challenging behaviour. You will have, or be willing to quickly develop, a good understanding of the importance of play, life skills and independence and understand your role in supporting students to access activities and engage in social interactions. You will also understand how to create a climate for success and how to support pupils with special educational needs and disabilities to learn and develop. You will demonstrate a resilient and instinctive approach in meeting our pupils' needs.

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.

Benefits of working at Bardwell School include:

Professional development opportunities

- Regular training and access to a range of internal and external professional development opportunities, tailored to your learning needs, your job role and your career aspirations.
- Opportunities for career progression, secondments and transfers within The Gallery Trust, the largest special school Academy Trust in Oxfordshire.
- Opportunities for collaborative working across the schools in The Trust, offering the chance to liaise with experienced colleagues, building knowledge and professional networks
- Develop your career in The Gallery Trust, an expanding and successful organisation which offers opportunities for progression, secondments and collaborative working with colleagues across our schools

Financial

- Competitive salaries for teaching and support staff based on School Teacher Pay and Conditions Document and the NJC Green Book
- Access to attractive pension plans (TPS and LGPS), linked to salary life assurance
- Contribution towards glasses and eye tests for DSE use
- Salary sacrifice schemes, including childcare vouchers
- Subscription to Perkbox - discount and wellbeing platform membership

Wellbeing

- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance
- Subscription to My Healthy Advantage wellbeing app
- Excellent induction processes, and strong line management structures to promote your wellbeing at work
- A culture which is open to employee ideas and encourages open dialogue
- Complimentary tea and coffee
- Regular staff surveys and gathering of staff views to gain feedback on wellbeing and to drive improvements
- The opportunity to join colleagues for social events
- Family friendly policies, which promote your wellbeing
- Cycle to work Scheme
- Weekly opportunity to purchase from the Post 16 lunch bar (currently soup and scone)
- Tuck shop – run by Post 16 provision (The Lodge)

Facilities

- Free car parking and cycle storage

Application Process

To apply for this post, please email jobs@bardwell.oxon.sch.uk or telephone 01869 242182 to request an application form and a job pack

Please submit your application form by **Thursday 3rd August 2023 at 12:00pm** to 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.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, health clearance, NCTL and Enhanced Disclosure and Barring Check. The Gallery Trust is an equal opportunities employer, and we welcome applications from candidates from all ethnic and community backgrounds.



The GALLERY TRUST

A community of special schools

The Gallery Trust is a Special Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. We strive to provide the best possible specialist learning experience for all pupils.

Our Strategic Aims

- **Places where innovation drives learning** – our schools have a clear purpose, they educate the whole child and prepare them for adulthood. Everything we do, from our curriculum offer to our pastoral care, is meaningful and driven by the needs of learners.
- **Places where relationships drive engagement and achievement** – our schools are built around exceptional relationships. We provide excellent experiences, growth, and opportunities for pupils and staff, and specialist working environments and resources.
- **Places which provide exceptional knowledge and support** – our schools are supported by a skilled and experienced central team which provides high quality school improvement and central support services.
- **Places which inspire and influence** – our schools are committed to collaborating with our local and national partners and communities to ensure that children and young people with SEND receive the education and opportunities they deserve.

As we enter the next phase of our development and build on our many successes, we want to embrace future challenges and opportunities. The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire. There are currently six special academies in the Trust located throughout Oxfordshire, with an additional academy opening in January 2024, and a further academy scheduled to open in 2026. The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies, and providing outreach and other opportunities. All academies collaborate to share SEND expertise and best practice, and work in partnership with peers who are committed to common aims and goals.

The Board of Trustees believes that by providing the support of highly experienced and specialised school improvement and business teams, school leaders are empowered to focus on the standards of teaching and learning, and in meeting the operational and strategic demands of running their schools.



Bardwell School is a community special school that caters for children aged 2 – 19 years.

Students work in class groups where teachers differentiate learning for all students, ensuring lessons are inclusive for all.

The school has developed a comprehensive and broad skills-based curriculum, which can be found on the school's website. This curriculum, which is underpinned by detailed assessment processes, guides the learning for all students. The school has excellent links with community partners and its strong focus on pathways to adulthood, supports students onto further education and into employment.

Bardwell School benefits from a hydrotherapy pool that has recently been refurbished. Pupil's have termly blocks of weekly swimming lessons, and pupils with physically disabilities and/or physiotherapy programmes attend additional weekly sessions for movement swims as required.

The committed team at Bardwell School includes class teachers, teaching assistants, lunchtime supervisors, administrative staff, facilities manager and cleaning team, a pool manager and pool assistant, an ICT technician and Pastoral and Safeguarding manager.

The school is also commissioned to deliver a Short Break service, Branch-Out. This provision is highly regarded by parents and professionals and lead by the Short Breaks Lead and Short Breaks Deputy and has a team of play workers. Branch-Out provide after school clubs, youth clubs and holiday provision.

The school recognises its success is based on successful partnerships. Most importantly, the school works closely with parents and understands that families know their child best. The wider multi-professional team at Bardwell includes a Special School Nurse, Speech and Language Therapist, Occupational Therapist and Physiotherapist. The school also hosts health clinics through the special school nurse provision.



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 coaching
- 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 principles of Team Teach de-escalation strategies or be willing to learn these.
- 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 (training will be provided for this).

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 preparing / tidying in the lunch hall, completing personal care tasks with pupils, supporting children who may express their feelings and frustrations through their 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, leadership team and headteacher.

SELECTION CRITERIA
Lunch-Time Supervisor

	Essential	Desirable
Professional Qualifications	Grade 4 at GCSE in Maths and English (C on old scaling) or equivalent in mathematics and English, or suitable equivalent experience	NVQ 2 for Teaching Assistants or equivalent
Experience		<p>Previous experience working in a school environment</p> <p>Previous experience working within an SEN provision</p> <p>Experience of working with or caring for children of relevant age</p>
Professional Knowledge & Skills	<p>Understanding of child development and learning</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities</p> <p>Ability to work flexibly, throughout the whole school, meeting the needs of pupils in a range of contexts</p> <p>Willingness and ability to undertake physical management of pupils, following appropriate training</p> <p>Willingness to undertake First Aid training and to attend to the medical, first aid and personal needs of pupils.</p> <p>Ability to take an active role in the support of physical activities</p> <p>Effective use of ICT to support learning</p>	<p>Team Teach trained</p> <p>Understanding of relevant policies/codes of practice and awareness of relevant legislation</p> <p>General understanding of National Curriculum</p> <p>First aid trained</p>
Personal Skills and Qualities	<p>Ability to establish and maintain positive relationships with pupils, colleagues and parents</p> <p>Good organisational skills Good communication skills</p> <p>Ability to remain positive and enthusiastic, including when under pressure</p> <p>Strong commitment to raising standards</p>	