The GALLERY TRUST

A community of special schools

Midday Meal Supervisor
Candidate Information Pack
2023



Thank you for your interest in the post of Midday Meal Supervisor at Mabel Prichard School.

We are a community special school for children and young people with complex needs from the ages of 2 to 19.

At Mabel Prichard School, we believe in enabling every student to discover who they are and to realise their full potential. Our curriculum offers a broad range of opportunities to face challenge; develop independence; prepare for adulthood; discover the world around them; be safe and develop the skills and knowledge to lead a happy, positive and fulfilled life.

Through our strong caring ethos, we support students to respect their whole community, regardless of background, race, gender, faith and disability and to celebrate diversity, so they are able to develop skills of empathy and tolerance in their life ahead.

We believe education plays a pivotal role in developing as individuals, alongside the vital input from families and other professionals whom we enjoy working closely with. The purpose of the school is to create opportunities through education for each student to value themselves and each other; develop confidence; communicate their thoughts and ideas and to enjoy discovering their strengths to take forward in their life ahead.

Mabel Prichard 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.

Lucy Wawrzyniak
Executive Headteacher

Midday Meal Supervisor
Grade 5
Actual Salary £3666.85- £3801.80 per annum
(FTE Salary £21575 - £22369 per annum)
7.5 hours per week, 38 weeks per year, term time only
Monday to Friday 11:30am – 1:00pm
To start as soon as possible

A Midday Meal Supervisor role at Mabel Prichard School is rewarding and challenging.

We have high aspirations and expectations for all our pupils and in turn this leads to high expectations of our staff. Midday Meal Supervisors at Mabel Prichard School assist other teaching assistants in the provision of a meal served in a calm and friendly environment.

All aspects of the role and responsibilities are focused on having an impact on the children and young adults at our school.

Some examples of our expectations include:

- To be able to demonstrate empathy with young people who have a range of learning and physical needs.
- An understanding of equal opportunities and high expectations for all pupils and students.
- To have a sense of humour and to be able to work as part of a dedicated team.

If you share our passion for making a real difference to the lives of children and young people with special needs this could be a great role for you. Previous special school experience is not necessary, but it is essential you fully share our values, which can be found on our website.

Benefits of working at Mabel Prichard School, part of The Gallery Trust

Career Progression

- Be a key member of a friendly and supportive staff team who are dedicated to achieving the best for every one of our pupils
- Participate in high quality professional development opportunities which are tailored to your needs and to your career aspirations
- 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
- Perkbox membership
- Access to LGPS pension linked to salary life assurance
- Contribution towards glasses and eye tests for DSE use
- Salary sacrifice schemes, including childcare vouchers and cycle to work

Wellbeing

- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance
- 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
- Regular staff surveys to gain feedback on wellbeing and to drive improvements

- The opportunity to join colleagues for social events
- Family friendly policies, which promote your wellbeing
- The opportunity to work in a new, purpose-built school building, which offers an exciting environment in which to teach and learn, located just a short drive from Oxford's ring road
- On-site catering

Application Process

To apply for this post, please download an application form and job pack from our website www.mabelprichard.org or from The Gallery Trust website www.thegallerytrust.co.uk.

Please submit your application form by **Friday 13th October 2023 at 12:00 noon** to recruitment@mabelprichard.org 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 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.

At Mabel Prichard School students learn in one of our three pathway groups of either pre-formal, informal or semi-formal learners, although some class groups are a mixture of two as this makes the best dynamic for the students.

The school uses the Equals curriculum as a base for learning and adapts aspects of this as necessary for each cohort of learners we have. Details of this 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.

The committed team at Mabel Prichard School includes class teachers, teaching assistants, lunchtime supervisors, care assistants, school business manager and admin team, caretaker and cleaning team and safeguarding leads.

The school recognises its success is based on successful partnerships. Most importantly, the school works closely with parents and understands that they know their child best. The wider multi-professional team at Mabel Prichard 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.



Midday Meal Supervisor
Job Description

Introduction

This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Head Teacher. The Head Teacher, or other Senior Manager if appropriate, will be mindful of her/his duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

The job description will be reviewed at least annually, and any changes will be subject to consultation. The academy's grievance procedure will be used to resolve any disagreement arising out of the job description. Other relevant policies may be the Stress at work policy and Dignity at work policy.

Job Purpose

To assist other Teaching Assistants in the provision of a meal served in a calm, friendly environment.

RESPONSIBLE TO: The Business Manager

Key Responsibilities:

Duties:

- To work with our children as directed by the Business Manager.
- Taking children from the classroom to the dinner hall.
- Supervising and feeding the children who cannot feed themselves.
- Carrying out feeding programmes devised by the Class Teacher or Speech and Language Therapist.
- Helping children with teeth cleaning if required.
- Toileting children after lunch if necessary.
- Supporting children by encouraging play in the playground – being aware of health and safety aspects.
- During adverse weather conditions – provide play activities in the hall or other areas within the school.
- Help return children to the appropriate classes from the playground/hall at the commencement of the afternoon session.
- An understanding of the barriers to learning faced by students with complex needs or a willingness to learn.
- A commitment to safeguarding and health and safety legislation.
- A commitment to following all school policies.
- A commitment to upholding the school's vision and values.
- Ability to turn up for work regularly and on time.

Support for the Organisation

- Comply with and assist with the development of policies and procedures relating to safeguarding, health & safety, confidentiality, and data protection, reporting all concerns to an appropriate person
- Contribute to the overall work and ethos of the organisation
- Establish constructive relationships and communicate with other agencies / professionals, in liaison with staff, to support the achievement and progress of young people
- Contribute to the development of appropriate multi-agency approaches to supporting young people. Attend and participate in meetings as required
- Improve one's own practice through training, observation, evaluation, and discussion with colleagues. Recognise one's own strengths and areas of expertise and use these to support others
- Contribute to the identification and execution of appropriate out-of-school activities, which consolidate and extend the school activities.

Tasks Specific to the Role

- To maintain and develop high standards of personal care under the direction of the senior leadership team within the school
- To assist with the supervision and feeding of pupils and students during the lunch time period
- To contribute to the overall development of the school and its young people by attending and contributing to staff meetings and training where appropriate.

The above **list** of **job duties** is **not** exclusive or **exhaustive** and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

Selection Criteria
Midday Meal Supervisor

	Essential	Desirable
Experience		Previous experience working in a school environment Previous experience working with SEN, ASD, SLD and PMLD.
Professional Knowledge & Skills	Ability to work flexibly, throughout the whole school, meeting the needs of pupils in a range of contexts. The ability to lift manually and with any hoist equipment provided (after training). The ability to feed and supervise young people (after training). Willingness to undertake First Aid training and to attend to the medical, first aid and personal needs of pupils. Desire to constantly improve own practice/knowledge through self-evaluation and learning from others. Ability to relate well to children and adults Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these A commitment to safeguarding and health and safety legislation A commitment to following all school policies A commitment to upholding the school's vision and values Ability to turn up for work regularly and on time.	Experience of working with or caring for children of relevant age. First aid trained.
Personal Skills and Qualities	An understanding of or willingness to learn about the barriers to learning faced by students with complex needs	