



The **GALLERY** TRUST



A community of special schools

**Midday Meal Supervisor  
Candidate Information Pack  
2022**



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 2  
Actual Salary £3126.02 per annum  
(FTE Salary £18,516 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.

### **Application Process**

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

Please submit your application form by **Monday 25<sup>th</sup> April 2022 at 12:00 noon** to [recruitment@mabelprichard.org](mailto: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



A community of special schools

The Gallery Trust is a Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The aim of the Trust 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 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.

The schools in the Trust are:

- Bardwell School, Bicester
- Bloxham Grove Academy, Bloxham, to open in 2022
- A Free Special School in South Oxfordshire, opening date to be confirmed
- Iffley Academy, Oxford
- Mabel Prichard School, Oxford
- Northern House Academy, Oxford
- Orion Academy, Oxford
- Springfield School, Witney
- The Grove (satellite provision of Orion Academy)
- The Gallery (resource base for mainstream students)

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. All member academies have the opportunity to share SEND expertise and to work with peers who share common aims and goals.

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



At Mabel Prichard School 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.

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**

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