



**Parkland
Federation**

Midday Supervisory Assistant INFORMATION



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Parkland Federation

Welcome to The Parkland Federation in Eastbourne

A very warm welcome from The Team at The Parkland Federation. You will find our two schools nestled in the heart of Eastbourne, which is situated on the South East Coast of England. Eastbourne is well known for its Victorian Seafront, 19th-century Pier, our 1930s Bandstand and The Redoubt Fortress, built during the Napoleonic Wars and home to a military museum. The town itself is brimming with culture, including The Towner Art Gallery, multiple theatres and a diverse range of restaurants. We are also famed for the tall chalk cliffs of Beachy Head and its striped lighthouse, built in 1902. The town is awash with parks and walks and also boasts a harbor as well as a variety of gyms and pools for keep fit fans. The schools themselves are a 5 minute walk from Hampton Park Train Station which has fast links to London and Brighton.

At Parkland, we pride ourselves in being one of the top performing schools in the town. Our motto 'Aim high, work hard, Dream BIG' means there are no limits to any child's potential. Our school grounds include a large playing field, two playgrounds, two ponds, a computing suite and a Thrive unit to support children's emotional development. We have a vegetable patch and herb gardens to support children's understanding of sustainability and keep ducks and chickens which we hatch ourselves – one of many awe inspiring aspects of our curriculum. We have a strong team of Pastoral experts, including a School counsellor, a Play Therapist and a Mental Health Practitioner. Together they offer a holistic approach to pupil well-being. We also offer Pet Therapy and are an Eco Friendly School.

The teaching team at Parkland is highly passionate about all aspect of learning. Each subject is led by in house experts and the curriculum has been developed by school staff to ensure it is bespoke for the pupils who attend. The curriculum celebrates diversity, educates about a multitude of cultures and promotes equality at every opportunity. Professional Development is strong for those at the early stages of their career and we promote within our team the belief that education is lifelong. Teachers at Parkland are at the forefront of developments within Education and ensure they prepare pupils well for an ever evolving picture of the future.

I would like to thank you for your interest in our schools and look forward to meeting you soon.

Yours sincerely

Sally Simpson
Head of Schools

Julie Prentice
Executive Headteacher

JOB DESCRIPTION



Job Title: Midday Supervisory Assistant (MDSA)
Grade: SAT 2
Line Manager to: Headteacher or Senior Midday Meals Supervisor

Purpose of the Job:

To supervise and take care of the children during the lunch time period in all areas inside and outside of the school

Main duties and responsibilities (Accountabilities):

1. To supervise pupils at lunchtime whether indoors or outside in accordance with the instructions of the Headteacher or Senior Midday Supervisory Assistant.
2. To provide positive and firm control by implementing the school discipline/behaviour policy. To encourage play activities.
3. To deal with cases of unruly or unsocial behaviour by pupils where appropriate, or report the incident immediately to the Headteacher or his/her nominated representative.
4. To mop up and wipe spillage from the floor surfaces or meal tables, and ensure that the dining area is left in a tidy condition.
5. To ensure that any injury or sickness of pupils is reported immediately to the First Aider or Headteacher and the office. (Where appropriate, administer basic first aid and record all details in the first aid book.) To clean up after sickness of children.
6. To check that no pupil remains in outside areas when afternoon lessons are about to begin.
7. To carry out the above duties in accordance with the Children's Services Department's Equal Opportunities Policy.

This job description sets out the duties of the post at the time it was drawn up. The post-holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post

PERSON SPECIFICATION



	CRITERIA	ESSENTIAL/ DESIRABLE
Qualifications	Is First Aid trained or is willing to undergo training.	D
Experience	Experience of working and playing with young children.	E
Knowledge and Skills	Good command of the English language.	E
	A willingness to learn.	E
	An understanding and knowledge of various need types and how to meet those needs.	D
Personal Qualities	Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.	E
	Creative	E
	Team player	E
	Able to work on own Initiative	E
	Communication skills	E
	Commitment to the role	E
	Willingness to maintain confidentiality on all school matters.	E
	Is able to demonstrate flexibility.	D

OVERVIEW

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust – Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne



Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Eastbourne
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management

The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible. Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on swale.at website. Completed forms can be sent to dawn.berhane@swale.at or by post to the following address:

Mrs Dawn Berhane
Parkland Federation
Brassey Avenue
Eastbourne
East Sussex
BN22 9QJ

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence.
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>



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