



**Midday Supervisory Assistant  
Greengate Lane Academy  
Part of the Astrea Academy Trust Family**

**Recruitment Pack**

**Greengate Lane Academy**

**Greengate Lane  
High Green  
Sheffield  
S35 3GT**



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# Welcome Letter

Dear Candidate,

Thank you for your interest in this role within the Astrea Academy Trust.

This is a hugely exciting time for our family of academies. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of academies. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary and secondary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust currently has academies based across South Yorkshire and Cambridgeshire, including academies at various stages of development. As a Trust, we are clear about the importance of achieving long term sustainability for our academies. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our Academies.

Employees within Astrea belong to a community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit can demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their academy to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Libby Nicholas**

Chief Executive, Astrea Academy Trust





## A Warm Welcome, from Paul Cross, Greengate Lane Academy

Dear Candidate

Thank you for your interest in the position at Greengate Lane Academy, part of the Astrea Academy Trust.

We are located in the North of Sheffield in the High Green area of the city

We are a one form entry school with a Foundation Stage Unit catering for our F1 and F2 children.

Currently we have 175 children on roll.

We are very proud of our children and their achievements which are based on aspiration and high expectations among all the staff, children and parents who work together to provide the best possible experiences and education.

We aim to provide a relevant curriculum which inspires our children to develop not only the key aspect English and Maths understanding but also the personal attributes of resilience, fairness, honesty and the ability to challenge themselves in a safe environment where children are encouraged to take creative risks and to forge their own learning in ways they find interesting.

We value collaboration and support with and from a number of sources. We work with the trust and other agencies to seek out best practice, based on research and to make it relevant to our school.

We value staff development as a major keystone to enable the school to improve and progress.

Our staff are able to work alongside each other to develop research based projects. Many of our teachers work with other schools to develop aspects of work as well as developing their own leadership skills within school.

In short, we work hard and value the work we do. We know it makes a difference to our children and the community we serve.

As a prospective member of staff at Greengate Lane we hope that you feel you have something to bring to the school which will enhance our work and in return we will be able to support you in the next stage of your career.

You are welcome to visit the school, ask questions or discuss any aspect of our work.

Paul Cross

Principal





## Astrea Academy Trust

We value all-round development of the individual, through arts, sports, leadership opportunities, enrichment and community. This is encapsulated in the skills, qualities and personalities we foster in our pupils.

The Astrea Academy Trust logo communicates the values collaboration, development and aspiration. The three figures are coming together in the shape of a tree, which represents growth, whilst the tallest figure reaches upwards, towards a star, which is above and beyond the highest branch of the tree.

Academies, staff and children within the Trust benefit from a strong ethos of support and collaboration across the Astrea family. Teachers within Astrea belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust.

Astrea benefits from the involvement of leading educationalists, including our Professional Adviser Professor John West-Burnham, and strong links to prestigious institutions such as the Institute of Education.



**All members of staff are encouraged to use the Astrea Academy Sheffield Nursery for any eligible children in their care. The Nursery and Primary prospectus can be found here;** <https://astreasheffield.org/nursery/>



# Astrea Academy Trust Ethos

The work of the Astrea Academy Trust is underpinned by five core Value Partners, which are equally applicable to pupils, staff and the work of the Trust itself.

Each pair of Value Partners is accompanied by a call for action in the form of a hashtag, which is used in verbal, digital and hard copy communications.

The Value Partners can be used as a measure of individual, Academy and Trust progress and as a guide to inform the direction of change.

## Responsibility and Leadership

Individuals in the Astrea community are accountable for their own decisions and actions and are supported by strong leaders, while trailblazers are encouraged to develop skills and talents in others. The Trust has a strong commitment to developing and nurturing our own leaders. **#4equity**

## Enjoyment and Innovation

We know that everyone learns best when they enjoy what they do and can follow their innate desire to achieve. Astrea pushes boundaries so that pioneering ideas are tried and tested so that our academies remain leaders in the advancement of teaching and learning methods. **#go4it**

## Aspiration and Development

Every member of the Astrea community, from the youngest pupil to the oldest member of staff, is encouraged to cultivate opportunities to grow. We achieve excellence by being inspired to become the best we can be. The progress and well-being of pupils is our top priority, at the centre of every decision. **#Astreastars**

## Collaboration and Inclusion

Astrea honours and applauds the differences that make us unique whilst actively seeking and celebrating the common ground that binds us together as a strong community. We work together in a productive environment where dynamic ideas are shared in partnership, so that every member of the community may thrive **#all4one**

## Honesty and Integrity

We are honest and open. Astrea decisions and responses are grounded in time-honoured moral principles that remain constant in the face of challenges and change **#4good**

**You can learn more about the Values, and hear from staff and pupils across Astrea Academies, at our website:** <https://astreaacademytrust.org/>



# Astrea Academy Trust Family

## Academies currently within Astrea Academy Trust:

<b>Primary</b>	<b>Website</b>
★ Atlas Primary Academy, Doncaster	<a href="https://www.astreaatlas.org">https://www.astreaatlas.org</a>
★ Byron Wood Academy, Sheffield	<a href="https://astreabyronwood.org/">https://astreabyronwood.org/</a>
★ Carrfield Primary Academy, Rotherham	<a href="https://www.astreacarrfield.org/">https://www.astreacarrfield.org/</a>
★ Castle Academy, Doncaster	<a href="https://www.astreacastle.org/">https://www.astreacastle.org/</a>
★ Denaby Main Primary Academy, Doncaster	<a href="https://www.astreadenabymain.org/">https://www.astreadenabymain.org/</a>
★ Edenthorpe Hall Academy, Doncaster	<a href="https://astreaedenthorpehall.org/">https://astreaedenthorpehall.org/</a>
★ Gooseacre Primary Academy, Rotherham	<a href="https://www.astreagooseacre.org/">https://www.astreagooseacre.org/</a>
★ Greengate Lane Academy, Sheffield	<a href="https://www.astreagreengatelane.org/">https://www.astreagreengatelane.org/</a>
★ Hartley Brook Primary Academy, Sheffield	<a href="https://www.astreahartleybrook.org/">https://www.astreahartleybrook.org/</a>
★ Hatfield Primary Academy, Sheffield	<a href="https://www.astreahatfield.org/">https://www.astreahatfield.org/</a>
★ Hexthorpe Primary Academy, Doncaster	<a href="https://www.astreahexthorpe.org/">https://www.astreahexthorpe.org/</a>
★ Highgate Primary Academy, Rotherham	<a href="https://www.astreahighgate.org/">https://www.astreahighgate.org/</a>
★ Hillside Academy, Doncaster	<a href="https://astreahillside.org/">https://astreahillside.org/</a>
★ Intake Primary Academy, Doncaster	<a href="https://www.astreaintake.org/">https://www.astreaintake.org/</a>
★ Kingfisher Primary Academy, Doncaster	<a href="https://www.astrea-kingfisher.org/">https://www.astrea-kingfisher.org/</a>
★ Lower Meadow Primary Academy, Sheffield	<a href="https://www.astrealowermeadow.org/">https://www.astrealowermeadow.org/</a>
★ The Hill Primary Academy, Rotherham	<a href="https://www.astreathehill.org/">https://www.astreathehill.org/</a>
★ Waverley Primary Academy, Doncaster	<a href="https://www.astreawaverley.org/">https://www.astreawaverley.org/</a>
<b>Secondary</b>	
★ Astrea Academy Dearne, Rotherham	<a href="https://astreadearne.org/">https://astreadearne.org/</a>
★ Astrea Academy Woodfields, Doncaster	<a href="https://astreawoodfields.org/">https://astreawoodfields.org/</a>
★ Cottenham Village College, Cambridgeshire	<a href="https://www.astreacottenham.org/">https://www.astreacottenham.org/</a>
★ Ernulf Academy, Cambridgeshire	<a href="https://www.ernulf.cambs.sch.uk/">https://www.ernulf.cambs.sch.uk/</a>
★ Longsands Academy, Cambridgeshire	<a href="https://www.longsands.cambs.sch.uk/">https://www.longsands.cambs.sch.uk/</a>
★ Netherwood Academy, Barnsley	<a href="https://astreanetherwood.org/">https://astreanetherwood.org/</a>
★ St Ivo Academy, Cambridgeshire	<a href="https://astreastivo.org/">https://astreastivo.org/</a>
<b>Special School</b>	
★ The Centre School, Cambridgeshire	<a href="https://www.astreacentreschool.org/">https://www.astreacentreschool.org/</a>
<b>All-through</b>	
★ Astrea Academy Sheffield, Sheffield	<a href="https://astreasheffield.org/">https://astreasheffield.org/</a>



# Job Description

**Position: Midday Supervisory Assistant**

**Salary Range: Grade 2 SCP4**

**Contract Type: Permanent**

**Reporting to: Principal**

**Location of this position: Greengate Lane Academy**

**Purpose of this role: To assist in the supervision of children over the lunchtime period.**

## **Key responsibilities and main duties:**

- Supervision of pupils immediately before, during and after the midday meal. This includes provision for children who bring sandwiches.
- Supervision of the pupils' entry into the dining area, including supervision of pupils during any journey or walk to the dining room.
- Supervision of pupils in the playground.
- Guidance on table manners.
- Assistance with clearing tables.
- Assistance with washing down tables and resetting where required and when school meals staff are not available.
- Setting up and removal of furniture when caretaker not available.
- Taking such steps as necessary when children are sick. Assisting to their needs when in distress and reporting the situation to a teacher.
- To arrange for emergency treatment when required, e.g. calling for a first aider if there has been an accident.
- Vigilant in the playground in recognising potential dangers and approaching unauthorised personnel who enter the school.
- To undertake any agreed programme of training.

**The Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.**

**The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.**



# Person Specification

This part will allow you to understand who we are looking for within this role and the skills knowledge or experience that we would expect.

<b>Knowledge, Qualifications and Experience</b>	<b>Essential</b>	<b>Desirable</b>
<b>Relevant Experience</b>		
Successful experience working in a school		<b>AF</b>
<b>Education and Training</b>		
Basic level of Maths and English		<b>AF</b>
<b>Knowledge</b>		
Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions	AF/I	
Co-operate with the employer on all issues to do with Health, Safety and Welfare	AF/I	
<b>Skills and Ability</b>		
Consider carefully issues of confidentiality when dealing with pupils, teachers, parents and outside agencies	AF/I	
Ability to motivate children	AF/I	
Ability to maintain the positive, caring ethos of the school	AF/I	
Excellent communication and interpersonal skills	AF/I	
Ability to promote and maintain good behavior, informing appropriate staff members about social or behavioural issues related to pupils.	AF/I	
Ability to liaise closely with teaching and support staff	AF/I	
Promote a positive image of the school	AF/I	
<b>Additional</b>		
Have a good sense of humour	I	
Show a commitment to professional development	I	
Ability to work with the governing body, staff, Academy Trust, pupils and parents for the good of the school	AF/I	

**AF – Application Form**

**I – Interview**

**C - Certificates**



# Safeguarding and Child Protection Policy

The Trust is committed to Safeguarding and Promoting the Welfare of all its pupils. Each pupil's welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at the Academies, their behaviour may be challenging. We will always take a considered and sensitive approach in order that we can support all our pupils.

**The Trust's Safeguarding and Child Protection Policy applies to all adults, including volunteers, working in or on behalf of the Trust.**

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred.

School and college staff are particularly important as they are in a position to identify concerns early, provide help for children, and prevent concerns from escalating. Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes.

*Keeping Children Safe in Education (2019)*

As such, it is the duty of all who work for the Trust to:

- Ensure that a safe environment is provided for all children and young people to learn;
- Ensure all staff are capable of identifying children and young people who are suffering or likely to suffer significant harm; and
- Ensure all staff are willing to take appropriate action with the aim of making sure they are kept safe both at home and in the education setting.



The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2019. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors.

Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

Please visit <https://astreaacademytrust.org/about-us/statutory-documents/> for the full policy.

## Explanatory Notes

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will **not** be accepted in place of a completed Application Form.

### Safeguarding Children and Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced check.

- Candidates should be aware that all posts in Astrea Academy Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may be answered not applicable where it is appropriate; if your duties have not brought you into contact with children or young people for instance.



## Interview Process

After the closing date, short listing will be conducted by a Panel. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary, photocopies or certified copies are **not** sufficient.

We will seek references on shortlisted candidates for Trust based positions and may approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

## Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory Enhanced DBS Check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment



- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked, or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance



## How can I Apply?

This is an exciting and very rewarding role and we look forward to receiving your application.

**Please complete and send the Application Form, Criminal Declaration Form and Equal Opportunities Monitoring Form which are available together with this document to the below contact:**

**Name: Sally McConnell**

**Position: Office Manager**

**Contact: [sally.mcconnell@astreagreengatelane.org](mailto:sally.mcconnell@astreagreengatelane.org)**

### The Application Process

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided. If you do not hear from us within 14 days of the closing date of this position, unfortunately you have been unsuccessful on this occasion.

The information supplied in your application, as well as any supporting documents provided at the application or interview stage, will be used as part of the Astrea Academy Trusts Recruitment and Selection Process. All information is stored securely and all data submitted by unsuccessful candidates will be destroyed responsibly after 6 months from the date of interview.



Astrea Academy Trust pays full regard to 'Keeping Children Safe in Education' guidance 2019. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check. Please visit <https://astreacademytrust.org/about-us/statutory-documents/> for the full policy. The information supplied in your application, as well as any supporting documents provided at the application or interview stage, will be used as part of the Astrea Academy Trusts Recruitment and Selection Process. All information is stored securely and all data



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