



Hill View Academy
Activity Support Assistant 5hrs 50 mins p/w
SCP 3 £18,562 pro-rata

2x Vacancies

Introduction

Impact Education Trust is on a mission to improve the life chances of children and young people and improve social mobility. We are a Trust where Hearts and Minds connect through values driven partnerships and collaborative working.

Over the past two years, we have grown from a single academy trust in our founding school, The Halifax Academy, to 6 schools across Calderdale and Kirklees, with a 7th due to join us in the new year. We now have 3900 students and 600 staff who are all working hard to ensure we are true to our vision and deliver on our core principles and aims:

Core Principles:

- Values Driven
- Learning & Research Focused
- High Expectations
- Collaborative Leadership
- Effective Relationships
- Developmental Opportunities

Aims:

- Deliver outstanding outcomes for all students
- Deliver excellence in teaching, learning, behaviour and curricula offer
- Provide students with life-enhancing opportunities to develop personally and beyond
- Develop highly effective leader and governors, who are relentless in delivering sustainable successes for our students
- Develop purposeful connections with parents and the communities we serve
- Be an employer of choice
- Develop highly effective and customer focused business and financial operations that support growth, manage risk and deliver value for money

We are committed to supporting the development of our people and actively support those who wish to improve their skills and qualifications.

Working for Impact Education Multi-Academy Trust

All staff who join the Trust will receive a planned induction to ensure that your career with us gets off to the best start possible. We recognise that your development is important and working for us will mean that you have access to accredited development programmes. Our staff can apply to take part in a range of external development programmes, including:



- NPQML
- NPQSL
- NASENCO
- NPQEL

Role specific CPD is also actively supported e.g. Finance qualifications.

There are also many opportunities to develop your skills and knowledge by working across the Trust on school improvement workstreams.

Staff wellbeing is important to us and colleagues new to the Trust will be automatically enrolled into our employee benefits platform 'The Hive', which gives access to a range of benefits:

- *6 sessions of face to face or telephone counselling (also available for immediate family members over the age of 16)*
- *On-line Cognitive Behaviour Therapy (CBT) (also available for immediate family members over the age of 16)*
- *Cycle to Work Scheme (salary sacrifice scheme)*
- *Gym Discounts*
- *Mobile phone deals*
- *Retail discounts*
- *Westfield Health – voluntary Everyday Health Plan – e.g. claim back optical and dental payments*

We provide a staff on-line HR Policy handbook so that you can easily look up information on areas such as Maternity/Paternity leave, Attendance procedures and requesting special leave.

Closing date for applications is 3rd December at 5pm. The application form and self disclosure form can be downloaded from www.i-mat.org.uk

Completed applications should be emailed to Recruitment@optimalpbs.co.uk

We look forward to receiving your application for this post and wish you the best of luck



Job Title: Activity Support Assistant (Lunchtime Supervisor)

Reports to:

Grade 3

Location: Hill View Academy - Fernside Avenue, Almondbury, Huddersfield, West Yorkshire, HD5 8YE

School information:

Hill View Academy is a new Primary School located in Huddersfield in the village of Almondbury. We are in a very exciting point of a new journey for the school. We have recently become part of the IMPACT Multi Academy Trust family and have become Hill View Academy.

Our committed team of staff strive to bring out the best in our children and equip them with the skills they will need for the future.

The area is well served by motorways, with easy access to larger towns such as Leeds, Bradford, Huddersfield and Manchester. Previously, a two-form entry, we have started the journey of becoming a one form entry Primary school with 52 place Nursery provision.

There are at present 265 children on roll organised in the primary. There are 10 classes which are a mixture of single aged and mixed age classes. The school site is going through an exciting refurbishment to develop some excellent indoor and outdoor facilities.

On entry, a large number of children are below average in terms of their personal development, language and communication and knowledge and understanding of the world. The number of pupils is entitled to free school meals is roughly 50% of our pupils. There on average 10% of pupils for whom English is an additional language. We currently have on around 13% of pupils on our special needs register with a focus on developing this.

Responsibilities:	
Key Areas	<p>Working as part of a team to be responsible, through the Activity Support Officer for the supervision of students/pupils on the school site throughout the midday break (the interval between the close of morning school and the re-commencement of school in the afternoon).</p> <p>To assist in securing the health, safety, welfare and good conduct of pupils. To support activities and good behaviour in accordance with the practices and procedures of the school.</p>
Key Objectives:	<ul style="list-style-type: none"> ● Supervision of Pupils on School Premises <ul style="list-style-type: none"> ○ To supervise areas, both indoors and outdoors, where students/pupils congregate during lunchtime, maintaining Health & Safety practices. ○ Taking account of relevant practices and procedures, to supervise and monitor activity areas, corridors, toilets, classrooms etc as required. ○ To supervise students/pupils eating their meal on school premises, in specified areas set aside for dining purposes which includes issues such as dealing with spillages. ○ To supervise queues waiting to enter specified dining areas. ○ To undertake the personal care of students/pupils including toileting, dressing, sickness, as appropriate. ○ Where required, to assist in the bringing food to, and feeding children unable to feed themselves. ● Promoting Positive Behaviour <ul style="list-style-type: none"> ○ To encourage positive behaviour through implementation of school's behaviour policies and practice and dealing with incidents as directed. ○ To encourage students/pupils understanding and knowledge of the impact of their actions within the remit of Health and Safety. ○ Assist within the parameters of school positive behaviour practices and procedures, assist as appropriate to promote the maintenance of Health and Safety. ○ To provide information to the Activity Support Officer for the recording of incidents or occurrences.

- **Promoting Personal and Social Skills**

- To encourage students/pupils to maintain hygiene standards (eg. washing hands after toileting)
- To encourage students/pupils to leave all areas in a tidy condition.
- To encourage good relations between students/pupils and adults through informal discussion and play situations.
- As appropriate to organise the distribution and collection of lunchtime equipment and supervise activities where necessary.
- To be actively involved and encourage lunchtime games.
- To encourage and develop social skills such as mutual respect and trust.
- To be aware of cultural and social factors which may have an effect on the supervision of the students/pupils.

- **Appropriate Communication**

- To report accidents or other occurrences such as child protection issues immediately to the Activity Support Officer.
- As necessary, pass on verbal or written information to the Activity Support Officer or appropriate staff.
- To liaise with the kitchen staff as appropriate for issues related to lunchtime supervision.

- **General**

- As part of your wider duties and responsibilities you are required to promote and actively support the School's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.
- Carry out your duties with due regard to current and future School's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, on-going performance development and through School communications.



Attributes	Relevant Criteria	How Identified	Rank
Relevant Experience	<ul style="list-style-type: none"> • Experience of working with children/ young people. • Experience of encouraging the development of relationships between children/young people. 	Application Form / Selection Process Selection Process	B
Education & Training	<ul style="list-style-type: none"> • First Aid Qualification. 	Application Form / Selection Process/ Certificate	B
General Knowledge	<ul style="list-style-type: none"> • Basic Health and Safety Awareness. • Knowledge of and commitment to the Local Authority's Equality and Diversity Policy and how this relates to the duties of the job. 	Selection Process Selection Process	
Skills & Abilities	<ul style="list-style-type: none"> • The ability to relate to children/young people from diverse ethnic/social backgrounds. • Verbal communication skills in order to liase with children/young people and other staff members. • The ability to react in a positive manner to difficult situations which may arise amongst children/young people. 	Application Form / Selection Process Application Form / Selection Process Selection Process	A A

	<ul style="list-style-type: none"> • Ability to keep problems in perspective and be patient. • Able to read and understand simple verbal and written instructions. • Ability to work with children/young people exhibiting behaviour difficulties. 	<p>Selection Process</p> <p>Application Form / Selection Process</p> <p>Selection Process</p>	A
	<ul style="list-style-type: none"> • Physical ability to undertake the duties of the job. • Commitment to ongoing personal training and development. • Must undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process. 	<p>Selection Process</p> <p>Selection Process</p> <p>Application Form / Selection Process</p>	A

