



Rumboldswyke Church of England  
Primary School

# Teaching Assistant / Meals Supervisor



Closing Date for applications: Midday 23<sup>rd</sup> September 2024

Interview Date: 30<sup>th</sup> September 2024

Thank you for your interest in the post of Temporary Meals Supervisor at  
Rumboldswyke Church of England Primary School.



Thank you for your interest in the post of Teaching Assistant / Meals Supervisor at Rumboldswyke Church of England Primary School.

The post is required as soon as possible, and we are looking for a motivated, highly organised and impactful individual who shares our vision to provide a nurturing, creative Christian community. We believe that everyone, children and staff, should be given the opportunity to 'embrace life in all its fullness,' (John 10:10).

You will be joining the school at an exciting time of change as we now become an all-through primary. We are excited about our next chapter and we are keen to appoint someone with the drive and enthusiasm to truly embed our vision.

You will work in a class supporting the wellbeing and educational development of the children. You will promote the inclusion and acceptance of all pupils, encourage positive interaction, independence and help develop confident learners.

You will also be responsible for supervising and assisting pupils during their midday breaks (Monday to Friday), both in the lunch hall and outside. The successful candidate will be responsible for ensuring their safety, welfare and general conduct through appropriate application of the school's policies and procedures. Staff at Rumboldswyke School will be part of the wider Bishop Luffa Learning Partnership Team. Together we are enthusiastically driving the school forward and building upon its achievements.

It is essential that you have a friendly disposition, enjoy working within a team, and with children, and be dedicated to the needs of the school and most importantly, the children.

Rumboldswyke is a very special place to work where we strive to 'Love life, love learning and love God's world'. Before submitting the application, you are strongly encouraged to visit the school.

Best wishes,

Mrs Lisa Harris  
Head of School



## The Bishop Luffa Learning Partnership Vision

*Our aim is to show every child what 'life in all its fullness' means.*

Staff at BLLP commit to:

- Maximise aspirations and progress for all
- Encourage and develop leadership amongst students and staff
- Develop Partnerships within, and beyond, the school
- Foster engagement in personal and spiritual development
- Nurture a sense of belonging to a safe school and the wider world



# About Us

Rumboldswyke Church of England Primary School is a small primary school at the heart of Chichester. In October 2020, we became part of the Bishop Luffa Learning Partnership.

As of September 2024, we are now an all through primary school with currently 125 pupils on role from EYFS to Year 6.

As a school we believe that children learn best when they see purpose in their learning. We explore our curriculum through 'learning experiences'. Each learning experience is rooted in a key question and Christian values: these values are also linked to our daily worship programme. This is designed so children are able to explore and recognise values in different contexts, past and present, reflecting on what they mean for us today



We strongly believe that for children to be truly engaged with their learning they must have an achievable goal. Having an authentic outcome is a key motivating factor to produce incredible work which children are excited about and intrinsically motivated to produce.

We try to engage our community as much as possible, e.g. displaying work in galleries and inviting our neighbours to an exhibition gives a real sense of purpose.

Presenting our work to BLLP students, parents, carers and governors or setting up a 'real-life' café gives a very clear message that we believe our children can do a professional job.



## 'Love life, love learning, love God's world'

Our vision is to provide a nurturing, creative, Christian community where everyone will achieve their potential with confidence and joy, and embrace 'Life in all its fullness' (John 10:10)

### Our school values:

**Love** - our core Christian value is central to every decision and action we take. We are all loved by God: in return we love life, love learning and love God's world. Three main Christian values underpin this: compassion, respect, hope.

**Compassion** – caring about someone else's feelings trying our best to understand how others *might be* feeling and offering to help that person

**Respect** – for others and our environment. We are all different and think differently but we are all special, and we celebrate our differences. We treat others as we would like to be treated

**Hope** we have high hopes and aspirations for our future, our school and community. We understand that faith gives us hope, and this hope brings confidence. We know that there is always a future whatever situation we are in, because God promised to never leave us, to always love us, and to help us in times of need.

The Staff and Governors of Rumboldswyke Church of England Primary School believe that children learn best when everyone who contributes to their education work together. Therefore, we believe that the School values are central to every decision made by our school community.



# Job Description

## Teaching Assistant / Meals Supervisor

### **Teaching Assistant**

**11hrs 10mins a week Monday & Tuesday**

**Grade 4 Point 5 - Annual Salary £23,500 pro rota**

**Hourly rate - £12.18**

Responsible to the Head of School

#### **Roles and Responsibilities:**

- Support and drive learning as directed by the Class Teacher, SENDCO and Head of School.
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate whilst promoting independent learning;
- Supervise and provide particular support for pupils, ensuring their safety and access to learning activities;
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress;
- Support the teacher in monitoring, assessing and recording pupil progress/activities and keep records of the children's development, as required by the school;
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher and in line with school policy;
- Support pupils in their social and emotional well-being, reporting any problems to the teacher, as appropriate;
- Assist the teaching staff with pastoral support and ensure the welfare of children;
- Carry out any other reasonable duties which may be allocated by the Head of School/ SENDCO
- Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy and other relevant school policies
- Contribute to the safety of children and young people and protect them from harm
- Under the guidance of a teacher, and in line with school policies, share information about pupils with other staff, parents/carers, internal and external agencies, as appropriate;
- Understand and support independent learning and the inclusion of all pupils as required;
- Assist in the development of individual plans for pupils (such as Individual Educational Plans)
- Assist in escorting and supervising pupils on educational visits and out of school activities
- Develop and maintain a stimulating and safe learning environment by organising and managing physical teaching space and resources, including developing and presenting displays
- Support pupils in developing and implementing their own personal and social development
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Monitor and manage stock and supplies for the classroom

# Job Description

## Meals Supervisor

1 hr a week Monday & Tuesday

Grade 2 Point 2 - Annual Salary £22,366 pro rota

Hourly rate - £11.59

Responsible to the Head of School

**Main Function of the post:** To supervise pupils in designated areas of the school during their midday break and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.

### **Roles and Responsibilities:**

- To supervise the movement of pupils to and from dining areas and in the playground/ classroom (wet play), including dealing with any personal hygiene requirements.
- To maintain good order in dining areas.
- To assist pupils, where necessary, with the collection of food and return of plates, cutlery and cups.
- To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
- To assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate.
- To assist in the setting up and removal of furniture where necessary.
- To take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
- To complete any documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required.
- To establish safe and appropriate behaviour/play via effective intervention.
- To interact positively with the children, encouraging inclusive play.
- To work as a co-operative member of the team, liaising as necessary with other school staff.
- To maintain absolute discretion and confidentiality with regards to all sensitive and personal information
- To organise games and activities and motivate pupils during the lunchtime break
- To maintain vigilance and security in the school playground and perimeter fencing, reporting any concerns as appropriate
- To manage the use of equipment, for games and other activities, at lunchtime in line with school health and safety policy

In addition, all school employees are expected to:

- Have a full commitment to the Council's Equal Opportunities Policy and acceptance of personal responsibility for its practical application. All employees are required to comply with and promote the policy and to ensure that discrimination is eliminated in the service of the Authority.
- Uphold and comply with the statutory provisions of the Health and Safety at Work Act 1974 and any other associated legislation or Council Policies and procedures.

This Job Description indicates only the main duties and responsibilities of the post. During the course of duties, you may be asked to carry out other tasks that may be reasonably assigned to you.

**Safeguarding:** As a school we are committed to the safeguarding of children and adults. All job offers will be subject to a DBS check and two satisfactory written references.

# Person Specification

	Essential	Desirable	Evidence/ Sources
Qualifications	<p>Strong academic record including Maths and English GCSE grade C (or equivalent) or better</p> <p>(Please include this information in your application form)</p>	<p>An understanding of the wider perspectives of home/school liaison</p> <p>NVQ3 for Teaching Assistants (or evidence of working towards gaining such qualifications)</p> <p>Good Higher or Further Education qualifications</p> <p>First Aid qualifications</p>	<ul style="list-style-type: none"> <li>● Application</li> <li>● Interview</li> <li>● Documentation</li> </ul>
Experience and Skills	<p>Experience of supporting children with specific learning needs and/or other barriers to learning</p> <p>Experience of supporting primary school aged children</p> <p>Excellent literacy and numeracy knowledge and skills</p> <p>Sound knowledge of guidance and requirements around safeguarding, Child Protection and equality</p> <p>Good IT skills</p> <p>Ability to maintain records and children's files</p>	<p>Experience of:</p> <p>Supporting children in KS2</p> <p>Working with and supporting children with specific learning needs and/or other barriers to learning.</p> <p>Running interventions, particularly, OT, Physiotherapy, SALT</p> <p>Knowledge of assessment, curriculum and planning</p> <p>A willingness to develop own professional practice by attending relevant courses and working with others</p>	<ul style="list-style-type: none"> <li>● Application</li> <li>● Interview</li> <li>● Reference</li> </ul>
Interpersonal skills	<p>Enjoy working with children</p> <p>Warmth and sensitivity</p> <p>Integrity, loyalty and commitment</p> <p>Positive and constructive attitude</p> <p>Enthusiasm and motivation</p> <p>Flexibility and adaptability</p> <p>Calm, considerate and patient</p> <p>Understands the importance of the emotional wellbeing of the child</p> <p>Good communication skills</p> <p>Good relationships with all members of the school community; children, staff, parents, governors and visitors</p> <p>Good organisation skills</p> <p>Ability to work as part of a team</p> <p>Ability to take the initiative</p> <p>Ability to clarify and explain instructions to children</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Suitability to work with children</p>	<p>Ability to work with and manage children with challenging needs</p> <p>Ability and experience of communicating with parents within a school or nursery context</p> <p>Skills and interests that could help enrich children's learning e.g. Sport, MFL, cooking, gardening, music</p>	<ul style="list-style-type: none"> <li>● Application</li> <li>● Interview</li> <li>● Reference</li> </ul>
Other	<p>Willingness and ability to undertake break duties</p>	<p>Willingness to run extra-curricular activities at lunch time, after school etc.</p>	<ul style="list-style-type: none"> <li>● Application</li> <li>● Interview</li> </ul>