

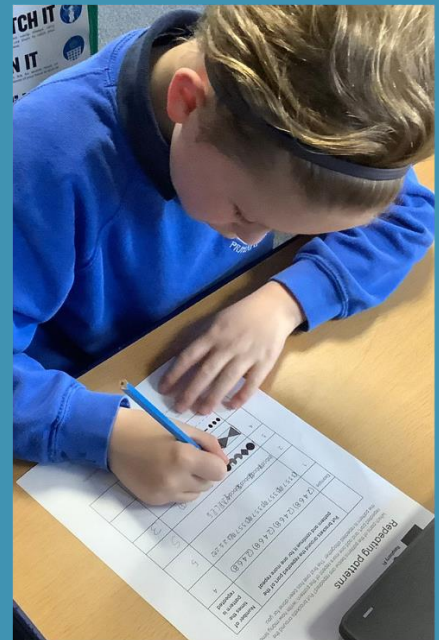


# The Pennine Trust

*Creating opportunity. Inspiring excellence. Shaping tomorrow.*



## WELFARE ASSISTANT CANDIDATE APPLICATION PACK





## A message from the Headteacher



We are a school in the heart of Colne who strive to ensure our pupils receive an excellent educational experience. Our mission is for our children to leave as well-rounded, confident individuals. By promoting our school values of Ambition, Respect and Collaboration, we promote a learning environment where our children are happy and safe. Our role is to shape every child and fill them with ambition and resilience so that they can succeed in later life.

Our teaching methods are evidence based, giving each child the tools needed to become the very best version of themselves. We, as a dedicated staff team, aim to Inspire, Include and Innovate each child and thrive on those lightbulb moments, giving them confidence to release their potential.

Whilst this application pack provides a lot of interesting information, it is no substitute for a visit to our school. We welcome you to talk with our pupils and the staff, to walk around our exceptional school, and to get a feeling for what it would be like to be a member of the community at Lord Street Primary School.

Hayley Walsh  
Headteacher

## Staff Benefits



Bike 2 Work  
Scheme



CPD  
Opportunities



Employee  
Assistance  
Programme



Local Discounts



Occupational  
Health Support

## **A message from the Chief Executive**



Thank you for your interest in this position at the Pennine Trust. As an employer, we value diversity and are striving to create a fully inclusive workplace. This is an essential aspect of the culture we are building and the environment we want to create for all members of our community. We welcome applications from anyone who meets the essential criteria for the post, outlined in the person specification. In particular, we currently invite applications from people in groups currently underrepresented in the trust, including, but not limited to, people with disabilities and from non-white British backgrounds.

A key component of the recruitment process will be to provide confidence that you are a good 'fit' with our values. We are also looking for people who will add value to our organisation and support learning and growth across our community.

If, after reading all of the information relevant to this post, you have further questions, please direct these to Rachel Lonsdale, Operations Manager at the school on their e-mail address [rlonsdale@lordstreet.penninetrust.org](mailto:rlonsdale@lordstreet.penninetrust.org). Subsequently, if you believe you are a good fit for us, we very much look forward to receiving your application and, hopefully meeting you during the recruitment process.

John Tarbox  
Chief Executive Officer

# The Pennine Trust



The Pennine Trust is a vibrant, cross phase multi academy trust which was jointly established by three primary schools and one secondary school in 2018.

Our mission statement *‘creating opportunity, inspiring excellence, shaping tomorrow’* encapsulates our approach and what we prioritise daily. We want to provide every child in our care with the best possible start in life and motivate them to fulfil their individual potential and make a full contribution to their communities and to society.

Our core values of **ambition**, **respect** and **collaboration** are fundamental to our approach and shape all our policies, systems and decisions. We believe building a strong culture is the most important ingredient for success. Everyone working in the trust should be committed to these values and aligned with them. This is essential for us to be a genuinely values-driven organisation.

There are three associated behaviours that follow from each value, which should be exemplified in our conduct and feature in our dialogue with young people with increasing automaticity and, most importantly, authenticity. This helps to build the best possible environment in which all members of our Trust communities can flourish.

Ambition	We are determined to achieve and believe everyone can succeed	Try our best and take pride in what we do
		Be curious and eager to learn
		Persevere and try to bounce back from setbacks
Respect	We are considerate of everyone and our environment	Be polite and use good manners
		Show consideration for the beliefs, rights and feelings of others
		Take responsibility for our own choices
Collaboration	We are a community who believe we achieve more by working together	Actively play our part
		Listen to other people’s views
		Support each other to solve problems

This emphasises that our energies go into development of high-quality provision, both curricular and co-curricular, with the needs of the child central to that provision. Our goal is to equip every young person with the knowledge they will need to thrive in the future and to support development of their attributes and talents to their full potential.

Leaders across the Trust adopt an evidence-informed approach to developing all aspects of school provision and are committed to high quality professional development of staff, so that we have an exceptional curriculum and pedagogy in all our schools. High quality pastoral care and support aligned with diagnostic assessment of needs and targeted interventions, help to ensure appropriate provision for every individual.





## **Safeguarding Statement**

At the Pennine Trust, the welfare of children is paramount and all schools are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

All staff will be expected to take responsibility to safeguard and promote the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

All post holders are subject to an enhanced DBS check. Our policy and practice are in line with the current Department for Education's 'Keeping Children Safe in Education' statutory guidance.



## Advert Welfare Assistant



<b>Salary Range:</b>	<b>Grade 1 SCP 2 - £10.60 p/h</b>
<b>Contract Type:</b>	<b>Part time – 7.5 hours per week (1 hour 30 mins per day)</b>
	<b>Term Time only</b>
<b>Days:</b>	<b>Mon – Fri 11:45am – 1:15pm</b>
<b>Contract Term:</b>	<b>Permanent</b>
<b>Start Date:</b>	<b>As soon as possible</b>
<b>Closing Date:</b>	<b>Noon on 8<sup>th</sup> September 2023</b>

We are seeking to appoint an enthusiastic Welfare Assistant to work as part of a team monitoring pupil behaviour during the midday lunch break. The individual will have an enthusiasm to engage with pupils and form good relationships and maintain acceptable behaviour standards.

### Why choose Lord Street Primary School?

- An ambitious, happy and vibrant place to work with a family of supporting colleagues who are committed to promoting a warm and friendly atmosphere.
- A strong team of staff who work together with a common goal
- A supportive Central Trust Team who believe that through strong collaboration, all children within our trust will have better outcomes.
- Excellent professional development opportunities.

### The Pennine Trust

The Pennine Trust is a vibrant, cross phase multi academy trust which was jointly established by three primary schools and one secondary school in 2018. We are committed to high quality professional development and a strong commitment and approach to the development of people at all levels of the organisation. Working at the Pennine Trust offers:

- A strong culture driven by values
- A supportive Central Trust Team who believe that through strong collaboration, all children within our trust will have better outcomes.
- High quality professional development opportunities
- A commitment to providing every child with the best possible start in life
- Exceptional curriculum and pedagogy in all our schools
- High quality pastoral care and support

The right candidate will be totally aligned with our values, embrace our behaviours and play a full part in fulfilling our mission: Creating Opportunity, Inspiring Excellence, Shaping Tomorrow.



# Job Description



<b>POST:</b>	<b>Welfare Assistant</b>
<b>GRADE:</b>	Grade 1 (SCP 2)
<b>RESPONSIBLE TO:</b>	Headteacher
<b>JOB PURPOSE:</b>	To work as part of a team monitoring pupil behaviour during the midday lunch break.

## MAIN RESPONSIBILITIES

### Responsibilities

#### Key duties:

1. Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs.
2. Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
3. Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
4. Make sure children tidy up after themselves in the lunch area and when using play resources/equipment
5. Follow any directions from class teachers / senior leaders on supporting specific pupils with challenging behaviour

#### Individuals in this role may also undertake some or all of the following:

1. Assist in the supervision of other activities during the midday break, including setting out and storing equipment
2. Liaise with colleagues on how to meet individual needs
3. Encourage pupils to select and eat healthy balanced meals
4. Clean up spillages of food or liquid during meal service
5. Wipe down tables and clean dining areas between meals
6. Undertake similar work at other times, such as before and after school.

#### Indicative knowledge, skills and experience

Requires knowledge of school procedures for supervision of midday meals service and lunchtime activities.

<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• To be committed to safeguarding and promote the welfare of children, young people and adults and raising concerns as appropriate.</li> <li>• Have an awareness and basic knowledge where appropriate of the most recent safeguarding legislation.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• Promote inclusion and acceptance of all pupils.</li> </ul>

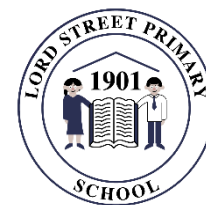
	<ul style="list-style-type: none"><li>• Within own area of responsibility work in accordance with the aims of the equality statement, treating individuals with respect for their diversity, culture and values.</li></ul>
<b>Flexibility</b>	<ul style="list-style-type: none"><li>• This job description contains the key areas of responsibility and accountability, the expectations specific to the grade, example duties / tasks, the pay range and the line manager / reports to. Specific tasks do not form part of the contractual element of the job description and may change (in discussion with the employee) in line with the needs of the school / Trust. Any duties carried out at a higher grade will be appropriately remunerated and will be on a short-term basis.</li></ul>

<b>Customer Service</b>	<ul style="list-style-type: none"><li>• The Pennine Trust requires that all employees offer the best level of service to customers and behave in a way that inspires excellence and enthuse confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li><li>• The Pennine Trust requires a commitment to its mission, vision and values and to always have due regard to equality, diversity, dignity and respect.</li></ul>
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# Person Specification



SKILLS, ABILITIES AND EXPERIENCE	IDENTIFIED BY
<b>Essential Requirements</b>	
Ability to work as part of a team, form good relationships with other colleagues to ensure effective lunchtime supervision.	Application Form/Interview
To be able to form good relationships with the children.	Application Form/Interview
Ability to maintain confidentiality over matters relating to the school, with pupils, staff or parents.	Application Form/Interview
To be able to take charge of groups of children setting and maintaining acceptable behavioral standards.	Application Form/Interview
To be able to engage the children in play.	Application Form/Interview
To be able to ensure the health and safety of all pupils at all times and following process for reporting incidents.	Application Form/Interview
Good communication skills.	Application Form/Interview
Ability to adhere to and implement the School's Equal Opportunities Policy.	Application Form/Interview
To be responsible for promoting and safeguarding the welfare of children and young people within the school.	Application Form/Interview
Ability to stay calm and be patient and understanding when dealing with the children.	Application Form/Interview
To be able to deal fairly and consistently when dealing with the children.	Application Form/Interview
<b>Safeguarding Children</b>	
Committed to and has a clear understanding of safeguarding and promoting the welfare of children and young people	Interview/ reference
Provides a safe, calm and well-ordered environment for all pupils, rooted in mutual respect and focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider community	Interview/ reference
<b>Skills and Attributes</b>	
To be well organised with good time management skills	Application Form/Interview
To be able to work creatively and sensitively with children.	Application Form/Interview
Develop good personal relationships within the team, with parents and the wider school community	Application Form/Interview
To be able to work effectively as a member of a strong team	Application Form/Interview
<b>Personal Qualities</b>	
Highest levels of professional and personal integrity.	Application Form/Interview
Energy and enthusiasm	Application Form/Interview



## How to apply

If you share our core values and associated behaviours and meet the criteria for the role, please apply by following the process below.

Complete and return the application form, together with a letter of application, addressed to Mrs Hayley Walsh. The letter should be no more than 2 sides of A4 in font Calibri (size 12).

In your letter of application please include how your skills and experiences have prepared you for this post. Please pay particular attention to the job description and person specification whilst writing your letter with a focus on your suitability for the post gained from past experiences.

### **Closing date for applications is noon on 8<sup>th</sup> September 2023**

Please note we accept electronic applications at **[rlonsdale@lordstreet.penninetrust.org](mailto:rlonsdale@lordstreet.penninetrust.org)**

An automatic confirmation email will be sent once the application has arrived. Please be aware we cannot accept responsibility for mis-sent or late applications.

CVs will not be accepted. It is standard practice in the education sector to seek references for shortlisted candidates prior to interview.

*The Pennine Trust is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Criminal Records Bureau disclosure. Our policy and practice is in line with the Department for Education's 'Keeping Children Safe in Education' Guidance.*



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