



Chingford  
Academies  
Trust

*Forward Thinking, Cohesive, Proud*

Candidate brief for the position of

## Midday Assistant

Hours/Contract: 12:05pm-2:15pm Mon-Fri Permanent Term Time

Salary: Scale 1 (points 1-3) £5,173 - £5,361 per year (43.4 wks/yr)







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## CHINGFORD ACADEMIES TRUST

*Forward Thinking, Cohesive, Proud*

Chief Executive Officer/Executive Principal  
Jane Benton MA MEd  
Chingford Academies Trust  
Nevin Drive  
Chingford  
London E4 7LT

Tel: 020 8529 1853

Dear Applicant

Thank you for expressing an interest in the post of Midday Assistant at Chingford Academies Trust. We hope the information in the pack will give you a good flavour of our schools as well as the application procedures and that, having read the pack, you will decide to apply.

This pivotal role is available from April 2021 and offers an exciting opportunity to join a passionate and focused team of colleagues dedicated to improving the lives of the more than 2000 students within our Trust.

Chingford Foundation School (CFS) and South Chingford Foundation School (SCFS) have 120 years of combined history and experience in delivering a positive, aspirational environment for our students to flourish. Whilst we have continued to adapt to the changing world around us with the creation of our Multi Academy Trust, our commitment to helping students of all abilities and backgrounds achieve their dreams has only strengthened. We are incredibly proud of our staff and students and passionate about driving improving standards across the Trust, aspiring to offer a world class education and professional development model for all.

We are looking for a skilled, professional and enthusiastic individual to help us ensure that in every way the schools within Chingford Academies Trust move to outstanding schools. There remains a lot of work ahead of us, but with innovative, inspirational leadership there is no limit to what we can achieve for our students, as we start an exciting new chapter in our story.

When completing the application form, please follow the instructions contained in this pack and demonstrate clearly how you meet the person specification and job description. If you have any questions, please contact me via my PA, Amanda Crowley on the above number or via email on [crowley@chingfordfs.org.uk](mailto:crowley@chingfordfs.org.uk)

We very much look forward to receiving your application.

Yours sincerely

**Jane Benton**  
Chief Executive Officer

Chingford Academies Trust is a charitable company limited by guarantee registered in England and Wales with registration number 08179498  
Registered Office: Chingford Foundation School, 31 Nevin Drive, Chingford, London, United Kingdom, E4 7LT



## **An Introduction to Chingford Academies Trust**

A warm welcome to the Chingford Academies Trust, where we provide students with an excellent secondary education. The two secondary schools challenge and extend students of all abilities and backgrounds and prepare them to contribute positively to the communities in which they live.

Our commitment to quality, achievement and the 'comprehensive ethos' makes our schools the natural first choice of students, parents and staff in the local area who are keen to contribute to the successful development of tomorrow's young citizens.

We are proud of recent developments to provide educational spaces for our expanding roll that create a sense of wonder and awe at Chingford. These have included the Clive Moore Sports Hall, our Arts Centre, state of the art Library facilities, additional classrooms and external recreation areas. We are further developing our site with an extension to our Science facility which will be ready in September 2020.

At South Chingford Foundation School, we offer a smaller learning environment 'where everybody will know the student's name' and the support will be individualised to inspire students to make excellent progress. There is a thriving extra-curricular programme including and externally funded Saturday School which is well attended.

### **Our strengths, including what Ofsted say about our schools:**

*The Schools serve a diverse community and are inclusive in their approach.*

*Pupils say that they are encouraged to respect others and treat everyone equally.*

*Behaviour in lessons is calm and purposeful. It contributes to an atmosphere where pupils are able to engage in their learning.*

*Pupils are proud of their school. They behave well around the School and in lessons. They are cheerful, polite, helpful and very supportive of each other.*

*Many pupils choose to stay on in the Sixth Form. A student explained "We stayed because our Sixth Form has a good reputation."*

*Parents, carers and staff are overwhelmingly positive about the Schools' work.*

*Positive relationships between teachers and pupils underpin engaging and effective learning.*



## **Job Description and Person Specification**

<b>School:</b>	Chingford Foundation School
<b>Title of Post:</b>	Midday Assistant
<b>Grade/Pay Range:</b>	Scale 1 (pts 1-3)
<b>Department:</b>	Midday
<b>Reporting to:</b>	Midday Supervisor
<b>Responsible for:</b>	None

### **Job Purpose**

Under the direction of the Senior Midday Supervisor, to effectively supervise students during the lunch period, providing a continuous presence. To ensure the safety, welfare and conduct of students in accordance with school policy.

Midday Assistants have a shared role within the school in helping to raise the social achievements of students. They are responsible for ensuring that lunchtimes are an enjoyable and safe experience for all the students, so that they are physically and mentally prepared to learn during the afternoon.

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **Supervision and control of students in the dining hall**

- To be responsible for supervising students on school premises during the lunch period, providing a point of reference to pupils whenever the need arises, responding to issues in a calm and reasoning manner.
- To assist with organising the dining area appropriately. Organising the entrance of students into the dining hall and from the dining hall to playground.
- To direct students to queue benching (where appropriate), resolving any seating disputes, separating students where necessary. To be alert to and assist as required with any bottlenecks at the serveries or tills.
- To encourage good eating practices, ensuring safety with cutlery and courtesy towards servers and monitors. To encourage students to eat their midday meal and assist with cutting up food, pouring liquids, etc. where necessary, paying particular attention to those with special needs or disabilities.
- To be aware of students on special or restricted diets for medical reasons, from information provided.
- To ensure all areas are left clean and tidy in accordance with hygiene, health and safety procedures, cleaning up food spillages. To ensure students tidy/clear up in a satisfactory



- manner, leaving tables clean and clear for the next occupants.
- To direct and supervise students in the playground, discouraging any dangerous activities, ensuring safety and well-being, and providing emotional support where necessary.
- To clear the dining hall, playground and corridors of students at the end of lunchtime, encouraging timely arrival at afternoon lessons.
- To prevent instances of bullying in the school buildings and playground, being aware of changes in friendships, encouraging socialising, play etc.
- To ensure that students keep out of areas that are out of bounds during the lunch break and don't leave the school premises without permission/authorisation.
- To be aware of security procedures with regard to entrance and exits and to approach visitors and direct them to the appropriate contact person. To be observant of any loiterers and report to the School office or appropriate staff.

#### **Child Protection**

- To be aware of responsibilities under child protection legislation and report any concerns to a senior supervisor or Senior Leader.

#### **Associated Ancillary Duties/Responsibilities**

- To deal appropriately with unacceptable or challenging behaviour under the direction of guidelines in operation at the school. To assist with maintaining discipline and supporting children to resolve conflicts in a positive way. To report serious incidents to the Senior Midday Supervisor/duty teacher/Head Teacher as appropriate.

#### **Supervision and control of students in the playground and around the school premises**

- To write and submit required reports in relation to incidents witnessed and/or dealt with whilst carrying out duties of the post.
- To be aware of cultural differences between students, dealing with any incidents of racism or sexism in accordance with agreed procedures.
- To tend to students who are sick or injured in accordance with the school's accident/injuries procedures, administering initial first aid and reporting serious injuries to the named first aider and school office. Ensuring accident/injuries are recorded or reports made where required.
- To deal promptly with minor incidents, e.g. students' accidents with toileting and changing clothes.



- Checking toilet areas regularly for signs of student smoking/vandalism, blockage of toilets/wash basins and to ensure students are not loitering or playing in toilet areas. To report any damage or blockage to premises staff.
- To be a qualified First Aider.

In addition to the specific responsibilities of the post, as a member of the support team, the post holder will be expected to assist with other tasks of a similar nature, appropriate to the grade, as directed by the Senior Midday Supervisor.

### **General**

These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School

Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate

To be committed to, and comply with, all Trust policies

To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work

To participate in appraisals annually in line with Trust policy

To manage both internal and external relationships, striving for excellence in stakeholder satisfaction

To work effectively and successfully in your team within school and the Trust

### **Other requirements**

To have an up to date Enhanced DBS Disclosure



### **Safeguarding**

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of 'Keeping Children Safe in Education' (most recent edition). The schools in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education', (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves to LBWF in extraordinary circumstances). Those trained in Child Protection are identified throughout Trust and school documentation and on the school websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and their school within the Trust.





### MIDDAY ASSISTANT - PERSON SPECIFICATION

JOB REQUIREMENTS	Essential	Desirable
<b><u>Qualifications and Experience</u></b>		
Current First Aid Certificate		✓
Experience of working with children	✓	
Experience of working as part of a team to achieve objectives		✓
<b><u>Education and Training</u></b>		
Ability to communicate effectively in English	✓	
<u>Ability to speak a community language other than English</u>		✓
<b><u>Skills, knowledge and abilities</u></b>		
Ability to have positive interactions with adults and children of all ages	✓	
Ability to work with children from a wide range of social and cultural backgrounds	✓	
Ability to help children resolve conflicts constructively	✓	
Ability to deal in a calm and confident manner with behavioural issues	✓	
Ability to deal effectively with minor accidents and injuries	✓	
Able to maintain confidentiality at all times about school issues, within school and in the wider community	✓	
Knowledge and understanding of Health & Safety standards within a school setting, particularly security		✓
Able to deal with any bullying/challenging behaviour that may require intervention	✓	
Able to follow directions	✓	
<b>Other Job Specific Responsibilities</b>		
An understanding of Safeguarding and the necessary Child Protection procedures in school	✓	
A willingness to promote the ethos of the school	✓	
Commitment to understand and comply with the requirements of the Health and Safety at Work Act 1974.	✓	



<b>Other Requirements</b>		
A commitment to on-going personal development and willingness to undertake appropriate training	✓	
Appointment to the post is subject to a satisfactory enhanced Disclosure and Barring scheme check	✓	
<p>This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.</p> <p>The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.'</p>	✓	

E = Essential requirements (*those without which a candidate would simply be unable to do the job*)

D = Desirable (*those which would be useful for the post-holder to possess*)

*"The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf". (Ref: Safeguarding Children and Safer Recruitment in Education 2007).*



## CHINGFORD ACADEMIES TRUST

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The Trust will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**You can find out more information by taking a look at our websites:**

[www.chingfordfoundation.org](http://www.chingfordfoundation.org) and [www.southchingfordfoundation.org.uk](http://www.southchingfordfoundation.org.uk)

To arrange a visit to the Trust schools please contact Amanda Crowley on 020 8529 1853 ext.: 222 or email [crowley@chingfordfs.org.uk](mailto:crowley@chingfordfs.org.uk)

**Closing date: 9am on 9<sup>th</sup> April 2021**

Please return your completed application to [jobs@chingfordfs.org.uk](mailto:jobs@chingfordfs.org.uk)

***The Trust is committed to safeguarding children and successful candidates will undergo an enhanced DBS check.***





## How to Apply

- i. Read carefully all the information about this post.
- ii. If you have any questions, or would like to speak to the Chief Executive Officer, please do not hesitate to telephone or email the PA, Amanda Crowley on 020 8529 1853 ext.: 222 or [crowley@chingfordfs.org.uk](mailto:crowley@chingfordfs.org.uk)
- iii. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide additional information on a separate sheet. Please note that your application form will be photocopied for the Selection/Interview Panel, therefore clarity is essential. It is important that all gaps in your career history and employment are fully explained on your application form.
- iv. Send your completed application form by email (if downloaded) to:  
[jobs@chingfordfs.org.uk](mailto:jobs@chingfordfs.org.uk) or post to:

Human Resources  
Chingford Academies Trust  
31 Nevin Drive  
Chingford  
London  
E4 7LT

**Your application must be received by 9am on 9<sup>th</sup> April 2021**





## **Appointment Process**

Suitable applications will be shortlisted for interview as quickly as possible.

If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. Please ensure that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

Under normal circumstances candidates invited to interview will:

- be given a tour of the school
- have an opportunity to meet with key staff
- undergo a selection process
- have an interview with members of the Trust

Due to the current Covid-19 pandemic, it is unlikely that tours will be provided and interviews may be held online.

### **Pre-employment Checks**

Chingford Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity, if at a school, one of which must be your current Chief Executive Officer/Head teacher/employer. It is our usual policy to take up references before interviews wherever possible. An offer of employment is conditional on any reference provided being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

### **Policy on Equal Opportunities**

The Trust is an Equal Opportunities employer and appointments are based on the applicant’s ability to meet the requirements of the position.



## **OUR TRUST CHARTER**

**Our Trust is committed, through daily practice, to our belief that our job is to create an environment in which strong relationships pervade; staff and students are committed to building, repairing and reflecting on our behaviours so that our harmonious community is maintained.**

This Charter supports CAT Strategic Objectives 3 and 4:

### ***Strategic Objective 3:***

**To develop a culture within the constituent Academies of the MAT in which all employees and students show outstanding behaviour and attitudes to one another, their learning and the community of schools**

### ***Strategic Objective 4:***

**To nurture a culture in which personal development contributes to the creation of a harmonious community**

## **How do we deliver on the Trust Charter?**

### **Creating the Right Environment**

- Committing to our part in creating a harmonious community for young people to be educated in.
- A setting where young people feel confident to engage with adults and where adults facilitate opportunities for young people to talk.
- To be open to delivering programmes and undertaking training to facilitate improved engagement and creating a harmonious community.
- To provide opportunities through the curriculum to help all young people to see the world of opportunities and the possibility of relationships beyond their immediate peer groups.
- Giving young people a forum in the school to become leaders.

### **Building Relationships**

- Being warm, emphatic, and curious about all students in our care.
- Meeting and greeting students in classrooms and conversing with them in and outside of classrooms at every opportunity.
- To be constantly offering students opportunities to expand their horizons.
- Supporting staff to show the joy of their craft.

### **Repairing Relationships**

- Behaviour practices that are based empathy, reflection and positivity.
- Whatever the cause, to be prepared to intervene at all times in order to make young people feel calm, soothed and secure.
- To be able to help young people feel confident in 'help seeking' without fearing threat, danger or shame.
- Staff and student openness to proactively repair relationships that appear to have broken down using restorative justice, warmth, understanding and kindness.

### **Reflecting and Improving**

- Staff development and training that ensures adults and students cultivate positive behaviours and reflective practices in the art of good listening, good dialogue, empathy and understanding.
- Training for parents and carers in order to support them to empower families.
- The school to utilise the most current research practice, and resources in order to enable students to make informed choices about how they can relate to each other, how they live their lives and how they treat their bodies, brains and minds.



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