

Hampton Lakes Primary School

Hampton East, Peterborough



Midday Supervisor

(Permanent and Temporary Positions Available)

Recruitment Pack
November 2023



Hampton Lakes Primary School

Hampton East, Peterborough

Hampton Lakes is a new 4 - 11 primary free school, which opened in September 2019 to an initial intake of 26 children in reception. From 2020, the school's PAN rose to 60 and will grow into a two-form entry primary school, with 420 children. To meet the growing demand for school places within the Hampton East development, we opened an additional class for children in Years 3 and 4 in September 2021.

In addition to this, we opened our on-site nursery in September 2021, with 26 places allowing for an enhanced educational offer. Hampton Lakes is part of the Hampton Academies Trust who also run the highly successful and popular Hampton College, Hampton Gardens and Dogsthorpe Infant Schools.

Required as soon as possible

Midday Supervisor

(Permanent and Temporary Positions Available)

We are currently looking for enthusiastic and caring Midday Supervisors to join our team supporting, playing and supervising the children to ensure a positive happy lunchtime at Hampton Lakes Primary School.

Working Hours

8.75 hours per week (1.75 hours per day), 11.45am to 1.30pm (Monday - Friday), term time only

Salary (Grade 5)

Full-time salary (52 weeks / 37 hours per week)	From: £23,500	to: £24,294
Actual salary (term time /8.75 hours per week)	From: £4,637	to: £4,793

If you are looking for a new and exciting challenge, then we can guarantee you a fulfilling and rewarding role working for Hampton Lakes Primary School.

For further details and to download an application form, please visit the Hampton Academies Trust website:

<http://www.hamptonacademiestrust.org.uk/jobs/>

Closing date: 9.00am on Wednesday 29 November 2023

Hampton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service Check from the Disclosure and Barring Service (DBS).



November 2023

Dear Applicant

Thank you for requesting details for the permanent Midday Supervisor positions that we currently have available at Hampton Lakes Primary School.

Our journey has been one of adventure and excitement, as we have worked tirelessly to create a school with happy children at the heart of all we do. Opening our doors in October 2020, an amazing team of adults, truly committed to the values and ethos of the school have worked together to establish a learning environment that promotes a love of learning, through celebration of the whole child.

We currently provide learning experiences for children in our newly opened Nursery through to Year 5 and rise to the challenge of ensuring that our practice is reflective of the world in which we live, aspirational and inclusive.

If you believe, you have the skills and expertise to join our team and can commit to share the Trust's vision that every child will leave Hampton Lakes Primary School with excellent academic outcomes and a clear purpose for the next stage of their lives we would love to hear from you.

Our recruitment pack gives details of the post, the recruitment process and also the history and development of Hampton Lakes Primary School and the HAT. If you have any further queries, please contact our HR Department before the application deadline on 01733 246824 or by email (jobs@hamptonacademiestrust.org.uk).

I hope you will feel inspired to apply for this position. I look forward to receiving your completed application.

Yours sincerely

Miss Zoe Trigg
Head of School



Vision and Values

Our vision as a Trust is to meet the needs of our students and equip them to fulfil their potential.

We value people:

- Our schools will be welcoming places, at the heart of our community, valuing all people and their talents, beliefs and cultures equally;
- Students will feel safe and respected as individuals at school; they will feel happy to come to HAT schools to learn;
- All staff will feel valued, informed and involved in decision making;
- Parents and carers will feel well informed, and involved in their child's education.
- We recognise families as sources of love and care for their members, and as the basis of a society in which people care for others.

We value learning:

- HAT schools will provide for high quality teaching and learning, involving challenging and enjoyable activities; this will enable our students to think, and to produce high quality work;
- Our curriculum will cater for a wide range of ability and talent, and will provide students with a broad, general education of the highest quality. We will provide an outstanding choice of extra-curricular activities.

We value positive behaviour:

- HAT schools will have a positive ethos, which emphasises respect, responsibility and participation;
- Students will be encouraged to grow spiritually, morally, socially and culturally;
- We will place a high emphasis on maintaining positive relationships with students based on honesty and fairness;
- We will expect all members of the HAT school community to act with courtesy, respect and good manners;
- We will emphasise the pleasure in learning, and we will do our best to make sure that fun is part of the experience for all at HAT schools.

We value health:

- HAT schools will promote the importance of healthy living, and we will emphasise its impact on learning;
- In all areas of operation, HAT will stress the importance of healthy eating; students will be encouraged to drink water in most classes;
- All school sites are no-smoking areas at all times;
- We believe that the health and safety of students, staff and visitors are of paramount importance, and they will always be our first considerations;
- We will work with students, parents/carers and relevant external agencies to promote safe travel to and from school;
- In the interest of safety, students will receive clear messages about items that should not be brought onto HAT premises, or on school visits.



We value leadership:

- HAT schools will be well governed, managed and led, having excellent relationships with other schools and agencies. Resources will be used effectively to support learning;
- Students will be offered opportunities to show responsibility, and to develop leadership skills.

We value our community:

- HAT schools will emphasise the opportunities and responsibilities that life in a large community can bring;
- We will make our facilities available to members of our community for learning and for leisure;
- HAT schools will enhance community life;
- Students will be made aware of the positive roles they can play in our global community;
- Students will learn to respect religious and cultural diversity.

We value our environment:

- We will provide an outstanding learning environment: stimulating, colourful and well cared for;
- Students will learn to respect their environment at a local, national and international level.

We value the future:

- We will develop the next generation of citizens and leaders, willing and able to play active roles in their communities;
- We will lead out into the world young people who feel positive about themselves and demonstrate a passion for life, who respect the rights of other people and who are ready to make their mark.





Information about Hampton Lakes and Hampton Academies Trust

Hampton Academies Trust (HAT)

The **Hampton Academies Trust** was formed in September 2014 when Hampton College became a convertor academy and formed a multi-academy trust. One of the drivers for conversion was to allow us to bid for other local opportunities. In September 2015 following a competitive bid process, we were named by Peterborough City Council and Cambridgeshire County Council as the preferred education provider for the new secondary school in the locality, Hampton Gardens School.

The name of the Trust reflects our local focus and we have no current plans to expand our operations beyond the Peterborough area. We are not a corporate MAT (and do not want to be) and neither are we part of a regional/national chain. Our vision is to retain our 'homegrown' status and manage our growth in a sustainable way. We believe that MAT working can be most successful when you concentrate on what you know best, in the community you are invested in.

Other Hampton Academies Trust Schools:

Hampton College Secondary Phase
Hampton College Primary Phase
Hampton Gardens School
Dogsthorpe Infant School

Hampton Lakes Primary School

Hampton Lakes is a 4-11 primary free school, which opened in September 2019 to an initial intake of 26 children in reception on the Hampton College Primary Phase site. From 2020, the school's PAN rose to 60 and we will grow into a two form of entry primary school, with 420 children. Following a request from Peterborough City Council, and to meet the demand of the growing township, in September 2021 the school welcomed new students to a class of mixed Year 3 and 4 children.

Our new on-site nursery provision, with 26 places, opened in September 2021.





Hampton Lakes Facilities

The state of the art school buildings and grounds include the following design features:

- A generous school hall suitable for whole school gatherings such as assemblies, performance work, PE, student dining and out of hours community use
- A library/learning resource centre that actively promotes a love of reading at the heart of the school
- Spacious outdoor areas and a green campus
- Classrooms organised into year bases
- A practical work classroom suitable for Science, Technology, Food and Art
- Purpose built nursery accommodation



Hampton College

Hampton College was the first school in the Hampton Academies Trust and has been open for sixteen years. The College has enjoyed a high degree of success both in terms of public examination results and recognition from Ofsted (four full inspections all *Outstanding* or *Good*).

The College opened in September 2005 with a roll of just 180 students in Years 7 and 8. In September 2009 we welcomed our first cohort of Sixth Form students and from September 2010 our secondary school was complete with students in all Years from 7-13.



Our current roll is 1,654, including 418 in Primary Phase and 221 in the Sixth Form.



Hampton College Primary Phase



In order to meet the unprecedented demand for primary places on the Hampton development, the Local Authority asked Hampton College to open the Primary Phase in September 2012. We housed 60 reception children in temporary accommodation on the Hampton Hargate Primary School site whilst Hampton College Primary Phase was being built. In September

2013, the brand new Primary Phase building opened, next to the secondary phase's campus. In September 2018 the Primary Phase has reached its full capacity, serving the full primary age range, with 420 primary students on roll.

The model for the primary phase's growth, one year at a time, is exactly how Hampton Lakes will grow, although there remains some flexibility to accelerate this in the light of local demand. We believe we have been innovative in relation to teaching and learning and have been piloting ways of working which encourage primary and secondary teachers to work together. A number of colleagues already teach or support across phases and we anticipate this will increase further as the trust grows.

Hampton Gardens School



Hampton Gardens is a 11-19 free school, which opened in September 2017. Currently there are 211 students in year 7, 207 students in year 8, 205 in year 9 and 175 in year 10, with a small number of Sixth Form students (56). When full, the school will accommodate 1200 students in years 7-11 and 300 students in Sixth Form.

Hampton Gardens operates its Sixth Form jointly with Hampton College, which is located on a neighbouring site. Students are able to access courses and provision available in both schools. It is planned to expand Sixth Form provision over the coming years with full capacity expected by approximately 2023/24.

Dogsthorpe Infant School

Dogsthorpe Infant School joined HAT in December 2020 and is a happy and successful infant school. The school has three forms of entry and a total capacity for 270 children in EYFS, Year 1 and Year 2. Whilst DIS is located in a different part of Peterborough, we are already developing close working with HAT's other schools with EYFS and KS1. DIS has been recognised for its innovative use of digital approaches to learning and its child-centred ethos is well aligned with the aims and values of the trust.



Vision and Values: Since opening the trust's first school, Hampton College, we have emphasised two key themes: 'People' and 'Learning'. We believe that positive working relationships are the key to effective learning, and we work hard to ensure that students and staff feel safe, valued and happy in their work.

Ofsted

It is the trust's aspiration that all of its schools are or are working towards being rated as *Outstanding* by Ofsted. Hampton College is currently **Good** (at all phases, last inspection May 2017). Hampton Gardens School was visited by an inspection team from Ofsted in November 2021 and was rated **Good**, this was the school's first inspection. Hampton Lakes Primary School will be well placed to develop *Outstanding* practice from its inception and the trust's expectations will be aspirational from the very beginning.

Curriculum: Hampton Lakes Primary School has developed schemes of work across the EYFS and Key Stage 1 and Key Stage 2 primary age range. Our curriculum aims to provide creative learning opportunities that have been developed from a deep rooted understanding of the Prime and Specific Areas of Learning detailed in the EYFS. Language and Communication underpins our practice, and instilling a love of reading is paramount.

Community: Hampton Lakes, together with Hampton Gardens School, will make an important contribution to putting 'heart and soul' into the new Hampton East development, and bringing the community together. We are a venue for learning and leisure and are developing a range of activities and events to meet local need. We also work in partnership with Vivacity, who operate a public library and sports centre on our Hampton College campus, and are the provider of wrap around care at Hampton Lakes.

The role

We are looking for Midday Supervisors to supervise students during the lunch period at Hampton Lakes Primary School.

The lunchtime schedule for the 2022/23 Academic Year is as follows:

Year Group	Lunchtime
Nursery	11.30am
Reception	11.45am
Year 1	12.00noon
Year 2	12.15pm
Year 3	12.30pm
Year 4 / 5	12.35pm

Working Hours

8.75 hours per week (1.75 hours per day), 11.45am to 1.30pm (Mon-Fri), term time only.

Salary (Grade 5)

Full-time salary (52 weeks / 37 hours per week) From: £23,500 to: £24,294
Actual salary (term time /8.75 hours per week) From: £4,637 to: £4,793

If you are looking for a new and exciting challenge, then we can guarantee you a fulfilling and rewarding role working for Hampton Academies Trust.



Safer Recruitment

Hampton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will require an enhanced disclosure from the Disclosure & Barring Service.

For more information, please refer to:

[Hampton Lakes: Safeguarding and Child Protection Policy](#)

[HAT: Recruitment & Selection Policy & Procedure](#)

Equality & Diversity

The Governing Body of Hampton Academies Trust is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief. (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff and Governors treat visitors, volunteers, contractors and former staff members.

For further information, please refer to the school's [Equality & Diversity Policy \(Staff\)](#).

Promotion Opportunities

As an expanding trust, there are permanent posts and opportunities for promotion, which arise regularly.

Applications

Please download an application form from the school website:

<http://www.hamptonacademiestrust.org.uk/jobs/>

Please return your completed application form, together with a letter of application (no more than 2 sides of A4) outlining how you meet the Person Specification by **9.00am on Wednesday 29 November 2023**. CVs are not accepted and should not be included with your application.



Postal applications should be addressed to **HR Department** and sent to:

Hampton Academies Trust
Eagle Way
Hampton Vale
Peterborough
PE7 8BF

Applications can also be sent by email to jobs@hamptonacademiestrust.org.uk (*All applicants applying for employment via email will be required to sign and date their Application Form if invited to attend an interview*).



Please note that only candidates shortlisted for interview will be contacted.

Closing date: 9.00am on Wednesday 29 November 2023



Job Description

POST TITLE:	Midday Supervisor
GRADE:	Grade 5
HOURS OF WORK:	11.45am to 1.30pm (Monday to Friday)
RESPONSIBLE TO:	Head of School
RELATIONSHIPS WITH:	Head of School / Deputy Head of School Midday Supervisors Teachers / Teaching Assistants Catering Staff / Support staff Parents

PURPOSE OF THE JOB:

- To supervise students during the lunch period

MAIN RESPONSIBILITIES:

1. Midday Supervision

- Under the direction of the Head of School, supervise students during the lunchtime period in accordance with procedures.
- Contribute to behaviour management within the school, in accordance with the school's Behaviour Policy.
- Inform the Head of School and classroom teaching staff of any concerns regarding a student's behaviour and wellbeing during the lunchtime period.
- Undertake any other duties consistent with the post.

2. Support for the School

- Attend and actively participate in Staff Meetings.
- Contribute to the maintenance of a safe and healthy environment.
- Contribute and participate in school events and activities.
- Develop and maintain effective working relationships with staff and students.
- Develop and maintain professional relationships with parents regarding lunchtime issues.

GENERAL NOTES:

- The aforementioned responsibilities are subject to the general duties and responsibilities contained in the School Teachers' Pay and Conditions Document, Burgundy Book and other conditions of service for teachers and are additional to the general duties and responsibilities of a Teacher;
- These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed;
- These accountabilities are not necessarily a comprehensive definition of the post. It will be reviewed at least once per year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Hampton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service Check from the Disclosure and Barring Service (DBS).



Person Specification

POST TITLE: MIDDAY SUPERVISOR

Criteria	Essential	Desirable
Educational Qualifications	<ul style="list-style-type: none"> ➤ Good educational background with GCSE or equivalent in English Language 	<ul style="list-style-type: none"> ➤ First-Aid qualification
Experience		<ul style="list-style-type: none"> ➤ Previous experience of working as a Midday Supervisor ➤ Previous experience of working in an educational environment
Skills/Abilities	<ul style="list-style-type: none"> ➤ Good timekeeping and organisational skills ➤ Ability to work as part of a team ➤ Ability to use own initiative ➤ Ability to remain calm ➤ Ability to liaise positively with children, staff and parents ➤ Adaptable in a variety of situations ➤ Patience when dealing with young children ➤ A positive and sensitive attitude ➤ Ability to deal with challenging behaviour 	<ul style="list-style-type: none"> ➤ Ability to organise playground activities to engage children ➤ Ability to demonstrate good behaviour management strategies
Knowledge and Understanding	<ul style="list-style-type: none"> ➤ Appreciation of absolute confidentiality of information received in school ➤ To fully understand issues associated with safeguarding 	
Other Requirements	<ul style="list-style-type: none"> ➤ Willingness to undertake training, as required 	
Safeguarding Competencies	<ul style="list-style-type: none"> ➤ Commitment to promoting and safeguarding the welfare of all staff and students ➤ Demonstrates empathy for the concerns of others ➤ Shows respect for other's feelings, views and circumstances ➤ Seeks and uses professional support appropriately ➤ Can demonstrate flexibility of approach ➤ Shows a personal commitment towards safeguarding children 	