

INFORMATION PACK

Midday Play Assistant

1.5 hours per day, Monday - Friday

Term time only 38 Weeks

Required as soon as possible

Job Overview

The role of a Midday Play Assistant is the safe supervision of pupils during the lunch period, actively engaging all children in your assigned area in play and talk over the lunchtime period

Bright Futures Educational Trust

Bright Futures Educational Trust (The Trust) is a multi-academy trust set up in 2011. The Trust is made up of a richly diverse group of schools in Greater Manchester and Blackpool. We are passionate about working together within and beyond the Trust to achieve our aspirational vision: the best *for* everyone, the best *from* everyone. We are an organisation that is underpinned by values of: community, integrity and passion. In everything we do, we remember that we are accountable to the children, families and communities that we serve.



Our schools have their own identities and form one organisation and one employer, Bright Futures Educational Trust. Bright Futures' Board of Trustees maintains strategic oversight of the Trust and delegates some of its responsibilities to the Executive Team, Principals and local governing bodies. We place a high value on integrity and probity and take seriously our accountabilities for making the best use of public money. How decisions are made is described in our delegation framework. You can find out more about the Trustees and the Executive Team on our website: <http://bfet.co.uk/about-us/>.

The central team, comprises the Executive Team: John Stephens, CEO; Edward Vitalis, Chief Operating Officer; Gary Handforth, Director of Education; Lisa Fathers, Director of Teaching School and Partnerships and Lynette Beckett, Director of HR & Strategy. The focus of these roles is to work with schools, providing high quality and timely guidance, leadership, challenge and support. In addition to the executive team, we have central operations for finance, HR, educational psychology and Digital Technologies. Please see our website brochure which explains our central operations: [Working together for a Bright Future.](#)

Bright Futures Development Network is another important outward facing component of our organisation. Underneath this umbrella we have 5 network hubs. 'The Alliance for Learning' (AFL) which provides school



Lime Tree
Primary Academy



The best for everyone, the best from everyone

improvement services and CPD to over 700 schools (<http://allianceforlearning.co.uk/>); a North West Maths' hub providing mathematics training and coaching to 500 schools: a SCITT (School Centered Initial Teacher Training) which is the largest in the North West. After significant national reforms to the teaching school policy, Bright Futures was designated with two new large-scale Teaching School Hubs in 2021. The areas we serve are Manchester, Stockport, Salford and Trafford.

Collaboration and strong relationships form one of the 'commitments' in our Strategy and all components of the Bright Futures' family work closely together. Our Strategy was developed collaboratively and can be found on our website: [Our Strategy](#).

About Lime Tree

Lime Tree Primary Academy is an Ofsted outstanding, nationally designated Teaching School that educates children aged from 2 to 11 years old.

Situated in the Borough of Trafford, our facility benefits from extensive grounds incorporating a working farm and several dedicated Forest School areas. The school building boasts spacious, light filled learning spaces and state of the art technology and resources.

At Lime Tree Primary Academy, we offer our pupils the very best start in their education through the careful nurturing of individuals via ingredients of creativity, innovation and academic challenge. We passionately believe that it is every child's right to receive an education that fosters a lifelong love of learning.

Lime Tree's Values

We believe in and strive for...

Skilled knowledgeable, independent and resilient
Learners

Creative, imaginative, structured and adaptable
Thinkers

World aware, community spirited, caring and healthy
Individuals

A place where everyone loves to learn.

Lime Tree exists, to push the boundaries, remove the barriers and challenge the ordinary, enabling learning construction that is truly accessible for all. Through research, innovation and creativity we champion education as the vehicle to ignite passions, discover talent, nurture self-belief and become the very heart of our community



Why work for us?

Bright Futures

A great place to work

We offer a great opportunity to join an organisation which really lives its values. Our working environment is very inclusive and whilst you can expect to be challenged in your role, you will be supported through professional learning, treated fairly and with dignity and respect. Please see the Equality, diversity and inclusion statement on our website: <http://bfet.co.uk/vacancies/>.

Terms and Conditions

- Salary:** NJC scale point 1 (Bright Futures grade 1). The full time equivalent pay is £17,842 per annum. **The actual pay based on the below working pattern is £3076 per annum**
- Working weeks:** The role will work 1.5 hours per day over 5 days per week, 38 weeks during school term time:
- Pension:** Local government pension scheme. Please take a look at the website: <https://www.gmpf.org.uk/>
- Other:** We offer salary sacrifice schemes for purchasing cycles and technology, through monthly interest free salary deductions.

How to Apply

We can only accept completed application forms, rather than CVs. This is because the regulatory guidelines of Keeping Children Safe in Education, require us to check various details of job applicants and an identical application format for each candidate enables us to do this.

Our new portal contains our application form and disclosure of criminal background form. The portal link is <https://bfet.iotform.com/212761957281967>. Please upload BOTH forms by 12pm on 15th October 2021.

The shortlisting will take place on Friday 15th October with the interview/selection process on Tuesday 19th October 2021

Keeping Children Safe in Education

Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out and references will be sought for shortlisted candidates and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

Data Privacy

You can the details of how we use the personal data that you provide us with in our Job Applicants' privacy notice on our website: <http://bfet.co.uk/wp-content/uploads/2018/07/BFET-Applicant-privacy-notice-002.pdf>

JOB DESCRIPTION Midday Play Assistant

KEY PURPOSE OF THE JOB

The duties of a Midday Play Assistant involve the safe supervision of pupils during the lunch period. and include the following:

MAIN ACTIVITIES

- To actively engage all children in your assigned area in play and talk over the lunchtime period
- To follow the schools Behaviour Management Policy
- To assist children in the acquisition of skills – holding knife and fork, cutting, hand washing.
- To implement any individual behaviour management/social plan programme as directed.
- To have a high expectation of pupils behaviour and support pupils positively to achieve them in all areas over lunchtime.
- To assist pupils in keeping tables and dining area clean and tidy by ensuring crockery, cutlery, trays, leftovers and refuse are returned to the relevant collection and disposal points.
- Dealing with accidents, spillages [including body fluids] in the outdoor play areas or dining hall, ensuring that these do not cause a safety hazard to pupils or other staff.
- To put out/put away play area equipment before/after children are on/off the play area when in foundation stage and other outdoor areas.
- To assist the pupils when they put out/put away play area equipment checking that it is done safely and with care
- To organise and lead suitable play activities in the play area you are assigned to, or indoor during inclement weather.
- To ensure the safety of pupils during the staff break and to follow accident reporting procedures
- To communicate with Midday Supervisor and Teaching Staff as required
- To support school activities when possible.
- Any other related duty, as directed by your Supervisor.



SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Dignity and Respect at Work

The post holder will be expected to carry out all duties in the context of and in compliance with Bright Futures Dignity and Respect at Work Policy.

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PERSON SPECIFICATION

POST TITLE: Play Assistant (Midday)		
PERSON SPECIFICATION		
<p>This person specification is related to the requirements of the post as determined by the job description. Short-listing is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application.</p>		
MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT	
Qualifications and Experience		
Experience of working with children.	D	A/I
Ability to relate to children and adults.	E	A/I
Practical Skills		
Knowledge of first aid desirable but not essential.	D	A/I
Ability to supervise children and ensure their safety.	E	A/I
Ability to lead games and activities.	E	A/I
Good communication skills - able to effectively communicate with children and colleagues.	E	A/I
Personal Qualities & Attributes:		
Well organised.	E	A/I
Calm and positive.	E	A/I
Effective team member.	E	A/I
Have a flexible approach and ability to respond to changes in circumstances.	E	A/I
Ability to think on your feet.	E	A/I
Understands the importance of confidentiality when working with children	E	A/A

E = Essential D = Desirable
A = Application I = Interview C = Certificate