

HAMMERSMITH



MEAL SUPERVISOR

INFORMATION PACK 2019



MEAL SUPERVISOR

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| SALARY RANGE: | SCALE 1 - POINT 11 - INNER LONDON |
| SALARY: | £20,129 per annum (pro rata) Actual Salary: £5,641 per annum |
| HOURS: | 12.00-2.30pm (12.5 hours per week) – Monday to Friday Term Time only (38 weeks) |
| START: | January 2020 |

The Headteacher and the Governors of the Hammersmith Academy Trust invite applications for a Meal Supervisor at this state-of-the-art, non-denominational, all-ability, co-educational secondary school for 11-18 year olds. Sponsored by City of London Livery Companies; the Mercers' Company and the Information Technologists' Company, the Academy opened in September 2011 to Year 7 and Year 12 students and has grown to 891 on roll.

Applications are welcomed from candidates with the appropriate skills, vision and desire to work at the Academy, where expectations are high and there is a strong focus on student achievement.

BACKGROUND TO THE ACADEMY

The Academy (www.hammersmithacademy.org) combines excellence in achievement across the curriculum with opportunity and innovation in learning approaches developed through the Academy's specialisms in ICT and Creative and Digital Media.

The Academy is oversubscribed and continues to be highly successful, with over 800 applications for 130 spaces in Year 7 for 2019.

A Vision and Ethos statement is provided within the application pack. The sponsors are committed to excellence in secondary education and have a track record of working with successful Academies and in areas of significant Academy improvement. The educational vision, building design, curriculum model and Academy organisation plan are based on the template developed successfully at Thomas Telford Academy and the Mercers' other Academies in the West Midlands combined with the Information Technologists' experience of Academy improvement at Lilian Baylis Academy in Lambeth and their expertise and industry contacts in IT and Digital and Creative Media.

The Hammersmith Academy has the support of, and access to, the expertise and educational networks of the Mercers' group of 15 schools and colleges, which includes the nearby, highly acclaimed St. Paul's schools' (Independent), two 6th Form Colleges in the South-east, as well as the Thomas Telford family of Academies. Further details of the sponsors' educational activities can be found on their websites www.wcit.org.uk and www.mercers.co.uk. The sponsors also have strong links with international IT industries and with the City of London.

Job Description – Meal Supervisor

The Post

You will be accountable to the Facilities Manager for ensuring a professional, calm and enjoyable dining and leisure experience for all pupils and staff.

You will be expected to maintain a high level of professionalism, alongside your fellow support staff, as forward facing members of the Academy. This post is suitable for someone who passionately cares about young people's education, and understands the positive impact that all staff within a school can and should have.

Key Responsibilities

The overriding responsibility of the role is to supervise pupils during lunch breaks (and/or after school – depending on agreed hours) to minimise any disruption, ensure their wellbeing and maintain their safety. Precise duties will vary according to positions, which will rotate, but they will include

- ensuring that pupils enter the dining room in a safe and orderly fashion and behave appropriately when queuing for their meal in order to maintain safety and wellbeing of all pupils;
- ensuring that pupils are seated in an orderly manner, maintaining an appropriate dining experience for all students and staff alike;
- encouraging pupils to use appropriate table manners;
- ensuring plates etc., are cleared from tables in an appropriate manner to maintain a clean and tidy environment and to free up space for any further sittings where applicable;
- responding calmly and quickly to developing situations;
- encouraging students to interact with each other in a calm and safe manner; and
- helping kitchen staff if requested to do so by the Facilities Manager.

It should be emphasised that all support staff are regularly required to assist in different areas.

Other responsibilities of the role are listed below.

Health and Safety

- Contribute to a safe and healthy workplace by following health & safety instructions and policies;
- Report accidents and hazards;
- Generally care for one's own safety and that of others, including volunteers, pupils and parents, who may possibly be affected by actions or inaction.

Other Responsibilities

- Be aware of, and comply with, policies and procedures relating to child protection, security and confidentiality, reporting all concerns to an appropriate person;
- Contribute to the overall ethos/work/aims of the Academy;
- Uphold confidentiality at all times regarding the Academy's staff and students;
- Comply with Hammersmith Academy's Professional Dress Policy and Code of Conduct;
- Actively promote all working policies and procedures;
- Present a positive personal image, contributing to a welcoming Academy environment which supports equal opportunities;
- Carry out any other reasonable task from time to time as directed by the Facilities Manager or other senior management.

PERSON SPECIFICATION AND SELECTION CRITERIA

| | Essential | Desirable |
|---------------------------|---|--|
| Qualifications | <ul style="list-style-type: none"> Numeracy and literacy competence with GCSE or equivalent in Maths and English Willingness to undertake further training | <ul style="list-style-type: none"> Current First Aid Certificate |
| Experience | <ul style="list-style-type: none"> Previous experience in a similar role would be an advantage and some flexibility with regards to working hours is essential | |
| Personal Qualities | <ul style="list-style-type: none"> Highest possible standards of honesty and integrity Enthusiastic and positive with a commitment to providing a high quality service Good communication and interpersonal skills Polished customer service skills Willingness to work flexibly in response to changing organisational requirements Ability to maintain good working relationships with all colleagues Ability to work under pressure Articulate and well-mannered Well-presented and mindful of corporate dress code | <ul style="list-style-type: none"> Ability to work in a community setting Good knowledge of local area |

HOW TO APPLY

Please complete the **application form**, which includes a supporting statement, and a monitoring form. CVs alone will not be accepted. Please send your completed application form by email to: hr@hammersmithacademy.org

Closing Date: **Friday, 20th December at 9am**

Interviews: **To be confirmed**

However, Candidates may be invited for interview upon receipt of a completed Application Form prior to the closing date so early applications are encouraged. We therefore reserve the right to make an appointment before the closing date.

All applications will be initially acknowledged by e-mail. If you have not heard further within two weeks of the closing date you may assume you have not been successful on this occasion.

Additional information about Hammersmith Academy can be found by going to our website: www.hammersmithacademy.org

Hammersmith Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. These posts are subject to an enhanced disclosure from the Disclosure and Barring Service (DBS Check) and the receipt of two satisfactory references.

Hammersmith Academy is an Equal Opportunities employer and does not discriminate on grounds of gender, race, age, disability or marital status.

Please note that, as part of Hammersmith Academy's Green approach and our commitment to reducing the impact of vehicular access to the Academy on the local and global environment, there is very limited parking and all staff are therefore encouraged to travel to work by public transport.

Vision

To develop highly qualified, aspirational young adults who make outstanding progress and as active citizens take a lead within the community and are committed to giving 100% in everything they do.

Values

We inspire pride and confidence in our students to achieve their full potential. Everyone in the Academy is responsible for modelling a positive and professional attitude at all times.

We create a stimulating and enriching learning environment where high expectations and challenge prepare students for a global society.

We succeed by developing a growth mind-set through the skills of resilience, resourcefulness, reflectiveness and reciprocity.

The HA WAY - HA learners demonstrate:

- Pride and Commitment
- Professionalism and Leadership
- Active citizenship
- Honesty and Reliability
- Respect and Integrity

Hammersmith Academy ensures that students are happy, safe and secure in their learning and develop through a culture of success, into self-confident independent learners who become highly valued members of their community. Strong leadership at all levels challenges underachievement and ensures students make outstanding progress and achieve high standards of attainment.

It is an inspiring and creative place to learn, which is rich in digital and creative media technology that stimulates and develops students' academic and vocational skills through the promotion of excellence.

Students leaving the academy will have the following profile:

- A strong portfolio of accredited achievement;
- A highly developed sense of responsibility and pride in their own performance;
- Outstanding communication skills, including digital literacy
- Well-developed literacy and numeracy skills
- Strong leadership skills coupled with a professional attitude to enhance employability;
- An ability to work collaboratively and develop team cohesion;
- An aptitude for research, enquiry, problem solving and creativity
- Are actively kind, caring and socially responsible.

Developing character and a growth mind-set - Be better than you thought you could be

Good character development coupled with academic success is essential to a high quality education. We succeed by developing a growth mind-set through the skills of resilience in the face of challenge, resourceful when solving problems, reflective when evaluating progress and reciprocal when

working in teams. To be fearless when striving for excellence and contributing positively to life in a global society.

We want each individual to be better than they thought they could be. We believe everyone is powerful beyond measure and capable of extraordinary achievements. We expect more from ourselves and each other in our drive to be the best and are 100% committed in everything we do. We constantly challenge students to push their limits, to work hard, to be resilient and inspire each other to *outstanding* success.

We expect the same from all adults. That they are determined and committed to be the best they can be, demonstrate a 'can do' attitude and transmit these expectations to the students.

Knowledge is power

Knowledge creates power. First, Intellectual power- -primarily through the core disciplines of literacy and mathematics which are the building blocks in accessing a successful life. Second, Economic power – a deep understanding of the links between self-management and problem solving skills in becoming rounded and grounded in preparation for the world of work and thirdly, Social power - developing our social and moral responsibility as active citizens.

We prepare students for successful lives through a stimulating and engaging curriculum where our practices mirror those found in the wider world of work. Using a broad experiential approach, students are given the opportunity to make choices, take responsibility for their learning and accelerate their interests in greater depth.

Developing a thirst for knowledge through inspirational teaching is powerful. Its value is limitless. It enables students to absorb challenging concepts and develop the skills of critique, analysis and evaluation.

Leading is achieving

Leadership is central to our ethos of success as an individual, a team and a learning organisation. We work closely together to improve. We consistently look to enhance the quality of what we are doing and seek inspiration from inside and outside the Academy.

Our students are future leaders who develop a clear sense of ownership and pride in their own performance which empowers them to support others. We expect students to value and celebrate success and champion their community.

All adults are expected to lead and to build a performance culture. In every action, attitude and expression, they set direction and expectation. Every adult is trusted to act with integrity and take personal responsibility to do the right thing for the students.