

## **Recruitment Pack – Midday Supervisor – The Rise School**

**Closing date Wednesday 23<sup>rd</sup> September 12 noon, Interviews will take place on Friday 25<sup>th</sup> September at a time to be confirmed**

**During the COVID-19 pandemic the interview will be conducted remotely via Microsoft Teams**

# Welcome to The Rise School - A Vibrant Learning Community.

Welcome to our school community. Our pupils are some of the most vulnerable children in society and we are passionate in our desire to see them blossom, experience success and develop confidence and strategies to overcome some of the challenges associated with their autism. We have two pillars that run throughout all our work: the academic and social progress of our pupils. These are of equal importance.

## **Vibrant**

Our school is a vibrant place to work. We've got great facilities: a wellbeing garden, sensory room, soft-play room and a gym – which staff use too. Break and lunch times are opportunities to play and interact with our pupils, role-modelling our values.

Learning also takes place outside the classroom via frequent trips, camping, externally-led workshops, community trips and after school clubs.

## **Learning**

Learning is at the heart of everything that we do at The Rise – we make the effort to make sure 'learning is irresistible' for our pupils and is equally underpinned by the principle of being evidence-informed.

Learning is central for staff too - you are encouraged to take proactive ownership of your CPD. There are many ways to develop yourself which of course include conference attendance but goes beyond also: borrow a book from the staff library in the staffroom, read the L&T bulletin and platform, access an online learning course, talk and observe colleagues. Recommendations of books to add to our library, or courses you think look interesting, are always welcomed.

## **Community**

Team work is central to all our achievements at The Rise. You will find yourself part of a staff body who is empowered to be proactive and take their own initiative; are flexible and are willing to go above and beyond to support one another.

The sense of community is developed through our Wellbeing initiatives such as 'Secret Buddy' and Friday's 3-4pm slot where you can cultivate your wellbeing through learning something new or relating to your colleagues: we've had knitting, fitness, running, dance, relaxation, art sessions. Our community is strengthened by giving and receiving feedback to one another – it's how we all grow and develop. We support our families through half-termly 'Parent Meets' and socials.

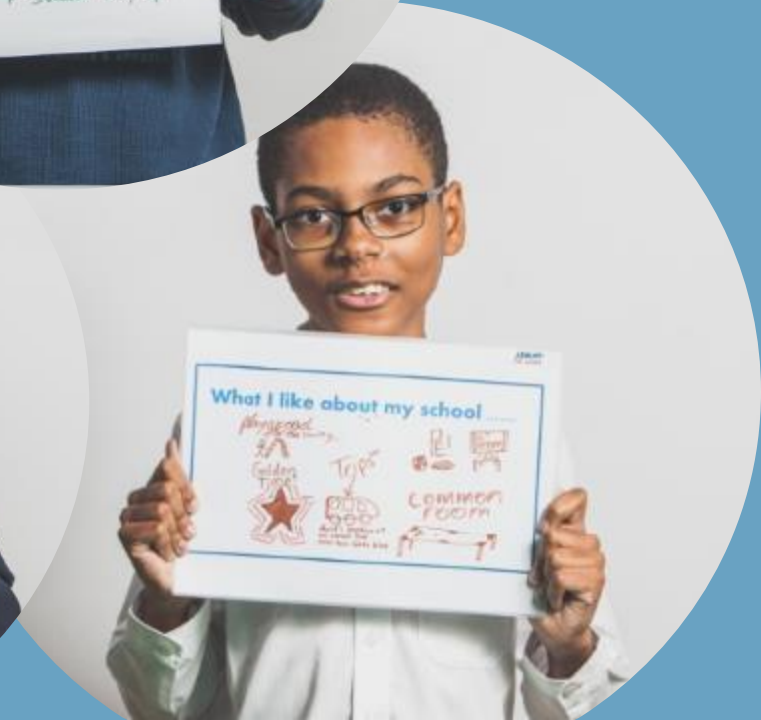
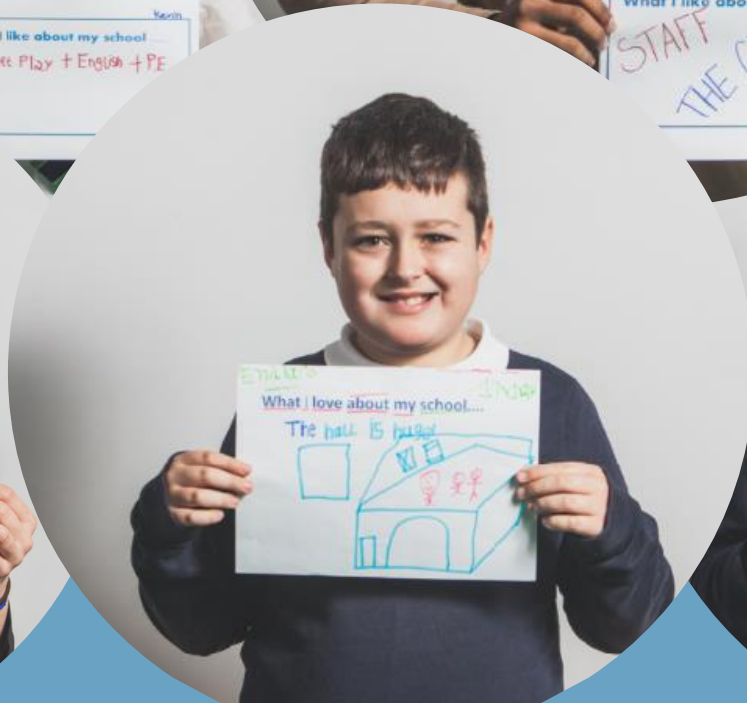
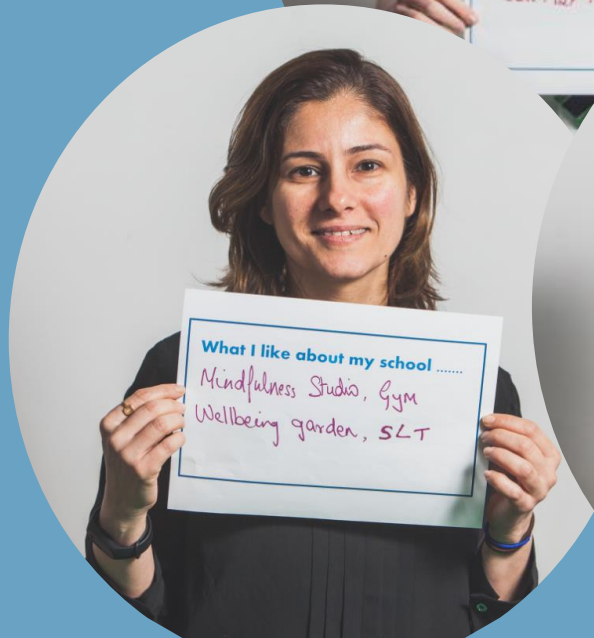
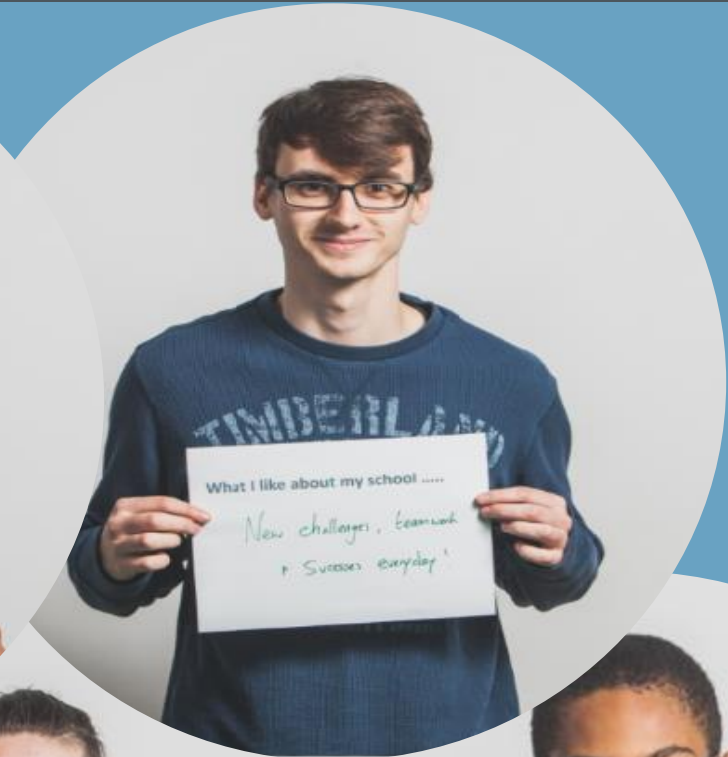
## **Values**

Our school values are Be Kind, Be Resilient, Be Proud. They were generated collaboratively and underpin our community. We explicitly teach, embed and celebrate these values, for example our kindness trees are growing outside each classroom.

The Rise is a very special place for children and young people to learn, thrive and be happy, hand in hand with our families. It's an equally special place to work.

We hope to welcome you to our team!

# Our School: What pupils and staff have to say:





# Our School: What staff have to say (Annual Survey – May 2019)

95%

feel able to  
manage their  
**WELLBEING**

98%

would  
**RECOMMEND**  
The Rise as a  
work place

97%

feel they  
receive  
regular  
**FEEDBACK**

98%

feel **PROUD**  
to work at The  
Rise

97%

feel  
**MOTIVATED**

97%

think The Rise  
is well **LED**  
and  
**MANAGED.**

# Our School: The Facilities



# Our School: Finding Out More

We LOVE visitors and would absolutely encourage any potential applicants to come and see the school in action during the day. This is particularly relevant for mainstream teachers who might not be sure about making the switch to a SEND school (you definitely should!) However, sadly that is not possible during the COVID-19 pandemic, so please do use these links to try and get a better flavour of what we do here.

<http://www.theriseschool.com/>

<https://twitter.com/RiseSchoolUK>

[The Rise School Video – Who we are \(2020\)](#)

[The Rise School Video – Oli's Tour: Values, Wellbeing \(2018\)](#)

[Ofsted Report \(June 2017\)](#)





# Job Description: Midday Supervisor

**Job Band:** General Band 2 Point 38 £4.609

**Job Term:** Permanent/Part time

**Hours:** 10 hours per week, Monday to Friday,  
11.30am to 1.30pm

## **Purpose:**

To be responsible for the lunchtime service for children at The Rise School.

## **Key Tasks and Responsibilities**

- Setting up the lunch areas for each sitting, as appropriate to the needs of each class.
- Working to Food Safety standards; checking appliance temperatures on a daily basis, checking the temperature of hot food and maintaining written records.
- Plating out lunches, taking individual children's needs into account.
- Serving meals, taking individual children's needs into account.
- To supervise pupils, during the lunch period, in the dining hall, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.
- To encourage all pupils to eat and to assist children with cutting up food, opening tubs, pouring water etc. where appropriate to e.g. age of child, needs of child, as necessary.
- To encourage social skills and good table manners, ensuring safety with knives and forks.
- Maintaining clean and hygienic conditions throughout the kitchen and lunch rooms, ensuring that the lunch areas are cleaned after use.

- Loading and unloading the dishwasher to supply clean cutlery and crockery.
- Washing-up by hand where needed.
- Ensuring sufficient clean tea towels and cleaning materials are available.
- Ensuring that children's lunches are delivered according to their needs and working as part of the kitchen team.

## **Equalities**

- Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop

## **Health & Safety**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

## **Training & Professional Development**

- The jobholder is required to contribute to and support the overall aims and ethos of the school.
- All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.
- The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

To undertake any other appropriate responsibilities and duties that may arise as and when required.

# Person Specification: Midday Supervisor

The personal specification shows the abilities and skills you will need to carry out the duties in the job description.

## Education Levels & Qualifications

- Willingness to undertake certificate in food preparation/food hygiene **Essential**
- Educated to GCSE level or equivalent **Essential**
- Certificate in food preparation / food hygiene **Essential**

## Specific Knowledge, Experience & Technical Skills

- Knowledge and understanding of basic Health and Safety Requirements **Essential**
- Experience of working in a school kitchen **Essential**
- Understanding of the needs of children with autism **Desirable**
- Experience of successfully working in a professional kitchen environment **Desirable**
- Experience of caring for children with special needs in a professional or education setting **Desirable**

## Personal Attributes

- The Ambitious about Autism Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment **Essential**
- Good appreciation of health and safety in the workplace, data protection principles and equal opportunities **Essential**
- Honesty and reliability **Essential**
- Keeping calm while busy **Essential**
- Attention to detail **Essential**
- Ability to quickly establish rapport and positive working relationships **Essential**
- Able to work as part of a team **Essential**
- Good communication, both written and non-verbal. Willing to use non-verbal communication with children through signs and pictures (training given) **Essential**
- Able to take initiative with little supervision **Essential**
- Physically fit **Essential**
- Manual Handling trained Desirable **Essential**

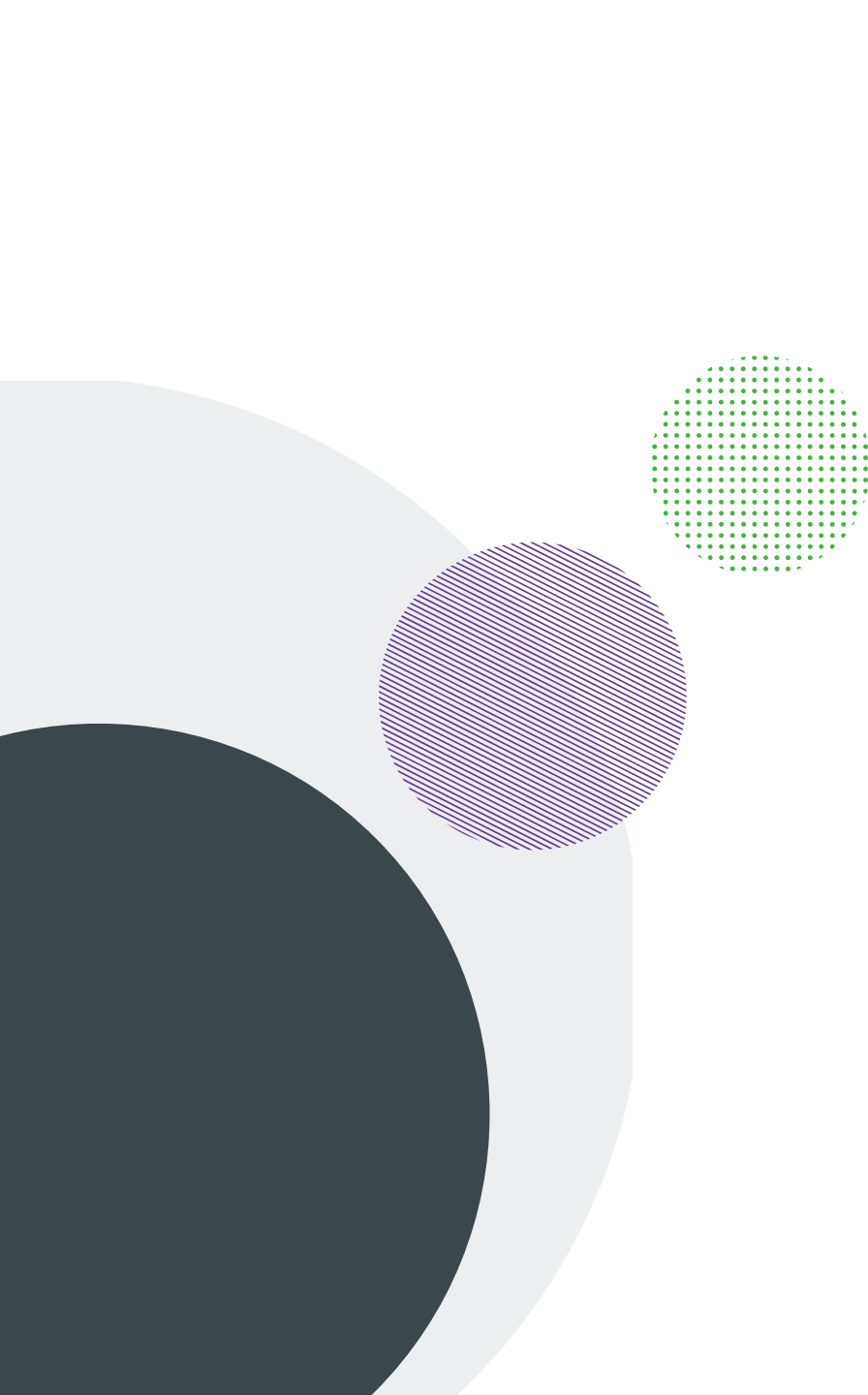


# Safer Recruitment

The Rise School is committed to safeguarding and promoting the welfare of children and young people.

In order to meet this responsibility all candidates will be subjected to a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below. Please do not hesitate to contact the school if further detail is required.

- **Disclosure** This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (CRB). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred
- **Short listing** Short listing will occur after 23<sup>rd</sup> September 2020 with interviews taking place on Friday 25<sup>th</sup> September 2020. Interview Candidates will be subject to an in-depth, virtual/remote interview and assessment. At each stage of the process candidates will be asked to address any discrepancies, anomalies or gaps in their application form or arising from information gained at the previous stage of the recruitment process.
- **Reference checking** References from the previous and current employers will be taken up for shortlisted candidates, possibly before interview, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies or gaps in the reference provided
- **Probation** All new staff will be subject to a probation period (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides The Rise School with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.
- **Equal Opportunities** The Rise School is dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all.



The Rise school is a vibrant, special school dedicated to educating pupils with autism ages 4 to 18.

**Contact us**

The Rise School  
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