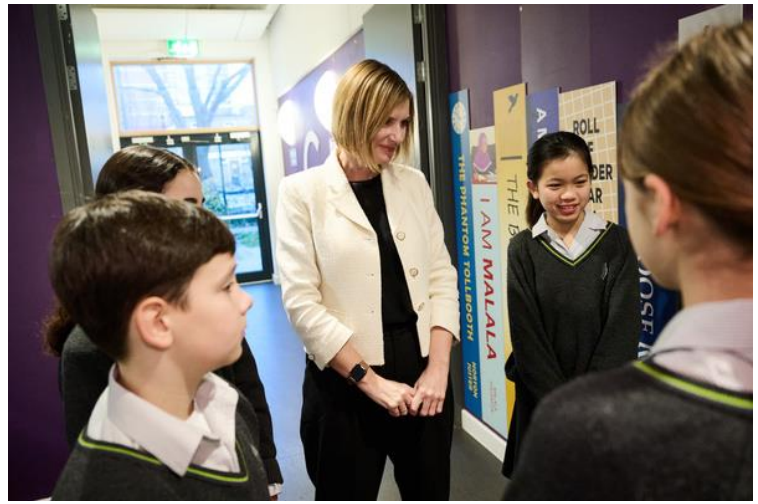


join us

Mealtime Supervisor

Closing date: midday Monday 16th September





Headteacher's welcome

Thank you for your interest in Archer Academy. This pack is intended to give you information about this exciting role and our school's vision and ethos. Further information is available on our website and I would also encourage you to explore the school's social media channels.

As Headteacher one of my greatest responsibilities and priorities is the recruitment and development of staff. At Archer Academy, we want to go beyond our Ofsted outstanding rating and to do that, of course, we need an exceptional, fulfilled staff team. I ask a lot from my staff, but in return I promise extensive support and development opportunities, and the space and freedom to extend your skills which would be hard to find elsewhere.

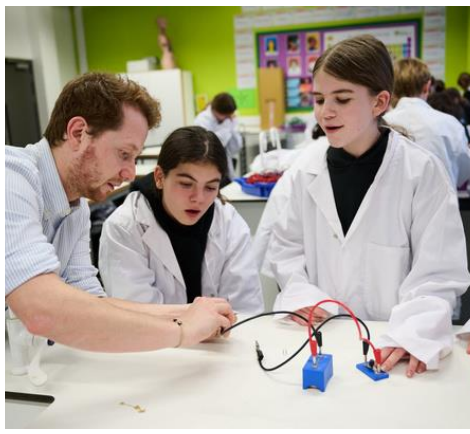
Our vision for Archer Academy is rooted in our desire to provide an outstanding, inclusive and aspirational education for our students that will prepare them for adult life. We are consistently placed in the top 10% of schools nationally and were graded outstanding in all areas by Ofsted in 2019.

Archer Academy is a popular, co-educational school and is significantly over-subscribed with applications each year. We are a year 7 - 11 school and have a strong 6th form partnership with Woodhouse College. We offer exceptional opportunities for staff and students.

This is undoubtedly an exciting time to join Archer Academy. We very much look forward to hearing from you and thank you for your interest in our school.

A handwritten signature in black ink, appearing to read 'Lucy Harrison'.

Lucy Harrison
Headteacher



WHY JOIN OUR SCHOOL?

1

High aspirations for staff and students
Our school is a place where every member of the community is supported and challenged to do their best. We have created a can-do culture in which staff are encouraged to be creative, try new ideas, and take a few risks, with the safety net of a supportive SLT. And we encourage students to be brave, get stuck in, and lean into every opportunity we offer. We help everyone open doors for the future – whilst making sure they enjoy the here and now.



Working with the Head is an absolute joy. She listens and is receptive to ideas. And it's clear that the SLT's goal is not just that students achieve their very best, but staff as well.

Director of Maths

2

Extensive CPD opportunities

The value we place on our staff means we prioritise their personal and professional development. We offer a wide-ranging CPD programme, including partnerships with external organisations and a clear internal mentoring process, led by a designated member of SLT. We love it when our staff stay and grow with us, while also celebrating with them when they find new opportunities elsewhere.



Community is a big thing here, and a lot of time is taken to discuss how to improve the experience of staff members and make it a lovely place to work. We feel the impact all the time.

Director of Social Sciences and Personal Development



3

A strong focus on staff wellbeing

Our school is a happy community, and that doesn't happen by accident; we work hard to make it, and keep it, that way. Our Wellbeing Committee meets regularly to explore ways to make life better for us all, and our wellbeing offer includes sabbatical opportunities, free weeks and a specialist staff wellbeing platform. We are also open to flexible working, with a number of part-time staff, and are continuing to evolve the flexibility we can offer.

4

A supportive environment and culture

Our campus school set-up has allowed us to create two distinct atmospheres that match our students' life stages. Lower School is home to years 7, 8 and 9, allowing our younger students to find their feet in a caring, supportive and creative space. Upper School has a more college-like atmosphere, with a greater focus on scholarship and individual study, and more adult-to-adult relationships between staff and students.

5

A rich, imaginative curriculum with excellent outcomes

We have designed a curriculum that blends subject specialism with the richness of wider learning and skills, and offers the chance to explore knowledge and skills that go beyond the national curriculum. We are fiercely proud of the achievements of our non-selective students, which place us consistently in the top 10% of schools nationally. They are a testament to both the environment we have created and the professionalism and determination of our staff team.



Leadership is exceptional. The headteacher's clear, unwavering vision focuses on supporting pupils' high achievement across the curriculum. Leaders at all levels are very skilled.

Ofsted 2019



WHY YOU SHOULD CHOOSE ARCHER ACADEMY

Archer Academy puts staff wellbeing at the heart of school life. Ensuring all staff members are equipped with the conditions to thrive personally and professionally lies at the centre of our school. Because our staff are well supported, students are able to achieve the very best, make excellent progress, and enjoy a plethora of experiences and opportunities throughout their journey at our school.



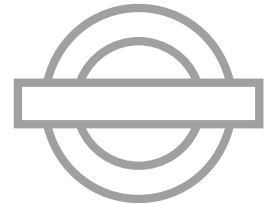
CPD PACKAGE FOR LEADERSHIP AND PROGRESSION



PENSION SCHEME



WELLBEING COMMITTEE



EAST FINCHLEY TUBE, FREE PARKING AND CYCLE SCHEME



STUDENT PLACES FOR CHILDREN OF STAFF



EMPLOYEE ASSISTANCE PROGRAMME



ADDITIONAL LEAVE/ SABBATICAL PROGRAMME



FRESHLY COOKED MEALS AND SNACKS DAILY

[FULL DETAILS OF STAFF WELLBEING POLICY AVAILABLE ON WEBSITE](#)

The quality of teaching is routinely strong. This, combined with an effective curriculum and pupils' excellent attitudes to learning helps pupils to succeed. Teaching is characterised by a strong focus on academic content. Teachers plan lessons that stretch pupils' understanding.



Ofsted,
2019

OVERVIEW

To work with staff to ensure that the lunch time runs efficiently and smoothly. To supervise students, making their safety and security in the dining room and surrounding areas the main priority. The post holder will deal with students politely and assertively, and undertake cleaning duties in the dining room.

MAIN DUTIES

- To be on duty in the area allocated and the time allocated.
- To supervise students in the dining area.
- Ensure reasonable behaviour and safe conduct of students by maintaining good order and discipline, dealing appropriately with all incidents of disorder, in line with the school's behaviour policy, ensuring that any disruption is minimized.
- To follow procedures which affect you and your duties (e.g. fire, accident reporting, etc.)
- To report any accidents and request assistance from the school's first aiders as required.
- To report to the School Business Manager or teacher on duty any incidents or health and safety hazards.
- To open and set up dining tables and clear them away at the end of service.
- To supervise students clearing tables, plates and cutlery and the return of trays.
- To ensure the removal of food and litter in the dining hall.
- To ensure that the dining hall is clean before and after lunch. This involves sweeping and mopping the floor and wiping the tables.
- Any other duties required by the School Management Team within the scope of the post.
- The post holder shall ensure the duties of the post are undertaken with due regard of the School's Health & Safety Policy and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

JOB DESCRIPTION

Mealtime Supervisor

LINE MANAGER

Operations Manager

SALARY SCALE

Actual Salary £6,099

CONTRACT STATUS

9 hours per week. Term Time only

START DATE

October 2024



PEOPLE, RELATIONSHIPS & COMMUNICATION

- Be committed to maintaining the distinctive and inclusive ethos of the Academy
- Be able to relate to all students in a positive and constructive way and inspire them to achieve more than they think possible
- Have qualities which earn the trust and respect of students, staff, parents, governors and the wider community
- Possess integrity, optimism, credibility, resilience and calmness
- Possess excellent written and verbal communication skills
- Have the ability to relate positively to parents and other stakeholders and engage them successfully in the life of the Academy
- Be able to build constructive working relationships with local schools and colleges, employers, the local community and the local authority
- Appreciate the balance between the academic, social and emotional development of young people, needed to create an outstanding school.

DIVERSITY & INCLUSION

Archer Academy is committed to promoting equality and diversity, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.

SAFEGUARDING

The Archer Academy is committed to safeguarding all children. Candidates must be suitable to work with children and young people.

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and a criminal record disclosure will be required prior to appointment- DBS/CRB check.

Members of the Panel have undergone Safer Recruitment training.



I love being part of the Archer community as I feel a sense of belonging. It is wonderful to be greeted with a smile every day. As teachers, we all have unique talents and skills that we are good at. I feel our work at Archer is meaningful and what we do makes a difference for others, this gives motivation for us to keep doing it even though there may be times when the going gets tough.

Miss Ashraf, art teacher



PERSON SPECIFICATION

Skills and Abilities	Essential	Desirable
Ability to communicate and interact effectively with children and young people	✓	
Ability to recognise and identify problems and advise the relevant staff member	✓	
Ability to deal with students' physical, emotional and behavioural needs as well as provide individual support as appropriate	✓	
Knowledge	Essential	Desirable
The importance of adults as role models and the importance of this for Lunchtime Supervisors	✓	
The behaviour patterns that might indicate problems, such as child abuse, substance abuse or bullying		✓
Qualifications and Experience	Essential	Desirable
An understanding of children and a desire to make lunch times an enjoyable and socially rewarding experience, while maintaining order and calm.	✓	
First Aid Qualification		✓

REVIEW ARRANGEMENTS

The details contained in this Job Description reflect the content of the job at the date it was prepared.

It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Headteacher will expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time.

Safeguarding

The governors at the Archer Academy have developed a Child Protection policy and are committed to safeguarding and promoting the welfare of children and young people.

The successful candidate will be requested to undergo an Enhanced Disclosure from the Criminal Records Bureau (DBS) and obtain any other statutorily required clearance. Candidates must be suitable to work with children and young people (this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974).

Members of the interview panel will have undergone safer recruitment training.

Equality & Diversity

The Archer Academy is also committed to promoting equality and diversity, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.

HOW TO APPLY

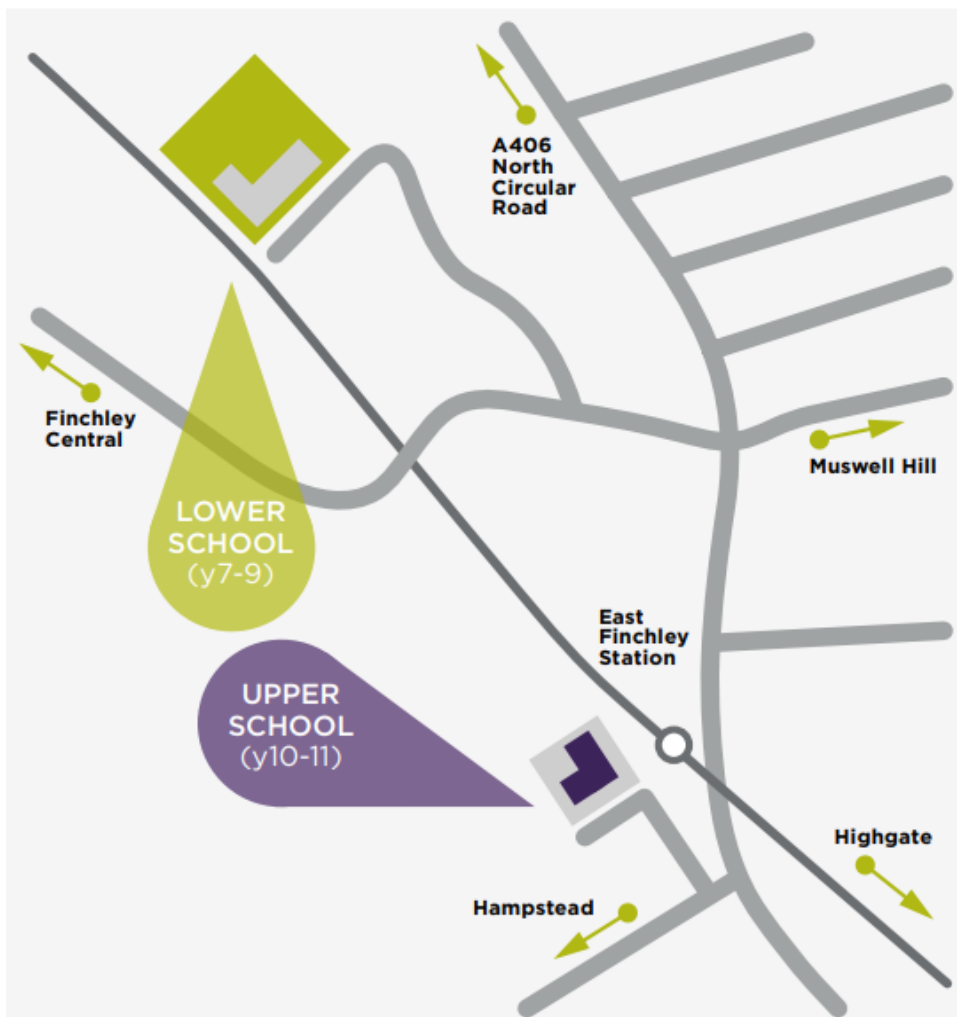
If, after reading the enclosed information, you would like to apply, please complete the application form which can be found at www.thearcheracademy.org.uk within the Join us tab.

Please submit your application by email to Ellie Yates, HR Administrator and do not hesitate to contact Ellie on 020 8365 4110 ext 727 with any questions. Email: recruitment@thearcheracademy.org.uk



We were particularly struck by very well-behaved students who barely gave us even a cursory glance, so engrossed were they in their literature books.

Good Schools' Guide



Lower School (y7-9)
Eagans Close
London
N2 8GA

Upper School (y10-11)
3 Beaumont Close
The Bishops Avenue
London
N2 0GA