



Job application Pack

Midday Assistant



ZENITH
MULTI ACADEMY
TRUST

The Vacancy



Midday Assistant
Required: As Soon As Possible
10 hours per week, term time only
Monday to Friday, 12.00pm – 2pm
Scale 2, point 3-4
Actual Annual Salary £5,294 - £5,379

Castledon School is part of the Zenith Multi Academy Trust and is seeking to appoint an enthusiastic, reliable and capable midday assistant who will have a positive impact on the learners within the academy and understand their individual needs.

Suitable candidates will need to be able to work as part of a team and be able to liaise with other members of staff. Main duties include:

- Supervision of dining hall to keep it safe and orderly
- Helping children in difficulty e.g. spills, tricky packaging
- Social interaction and encouraging pro social behaviour
- Playground duty after lunch
- Clearing up the hall
- Cleaning tables/chairs before storing away
- First aid (once trained)
- Supporting children with putting away equipment
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Diversity and Inclusion are important to us at Castledon. We believe we are a welcoming and inclusive workplace. We welcome candidates to look at our job description, come and view us (by appointment) and ask any questions prior to interview.

Applications

To apply for the role please download the application form from the vacancy page on <https://www.zenithmultiacademytrust.co.uk/vacancies/>, completed applications should be submitted to recruitment@zmat.co.uk. CVs will not be accepted without a completed application form.

You must complete the application form fully and give details of all employment, training and gaps in employment since leaving secondary school to the present day. Any additional information, which you wish to bring to the notice of the selection panel should be included in your letter of application (supporting statement). Please ensure you say why and how you meet the criteria from the person specification in your letter of application. Full job description and person specification can be found at the end of this pack.

Shortlisted applicants may be screened prior to interview by checking social media sites. The purpose of such screening will be to ascertain whether a candidate demonstrates appropriate conduct, behaviour and suitability for employment in a school environment.

Closing Date: 14th April 2024 at midnight

If you have any queries, wish to discuss the role informally or undertake a visit to the Trust, please do not hesitate to contact us via email recruitment@zmat.co.uk or telephone 01702 426744.

We look forward to receiving your application. You will be notified of your application status within two weeks of the vacancy closing date.

Safeguarding Children & Young People

The Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)

Welcome from the CEO



It gives me great pleasure to welcome you to our Trust, and I very much hope this job application pack you gives you a sense of what it is like working in our Trust, including our vision and values.

We are a small, locally-based Trust in South East Essex, currently comprising one primary school, three secondary schools, and one special school: Laindon Park Primary School and Nursery, The James Hornsby School in Basildon, Castle View School in Canvey Island, and The King John School in Benfleet, and Castledon School in Wickford.

We are intentionally a small Trust and very much see our role as central to the communities we serve.

As a member of staff within the Trust, you become part of a dynamic network of staff working to achieve a shared vision for all of our children. You become a valued member of a small group of schools, able to shape the education of future generations. In doing so, we hope that you feel really well supported in your career, and that your well-being is always considered. As a member of our Trust, you engage in a professional learning journey which develops you as a practitioner, and allows you to use your talents to transform lives and make a genuine difference.

Our Core Purpose

To enhance the life chances of every child and drive social mobility.

Mission Statement

A quality education and experience for all.

Values

Dignity

Collaboration

Positivity

Aspiration

Vision

Zenith Trust will ensure excellence across the pillars of school improvement, governance, and business operations, harnessing the transformative power of collaboration so that all students attend truly outstanding schools.

Regardless of background or need, all students will achieve highly and have high levels of well-being, because they are taught and supported by the very best staff, who are well-trained and supported, buy into Zenith's vision, and are committed to providing a quality education for all. School leaders act ethically, inclusively, and always with the child's best interests at heart. Our students will be aspirational for themselves, enjoying their time at school, and flourishing as individuals within a safe, secure and nurturing environment.

All Zenith schools value students' social, moral, cultural, and spiritual development, building exceptional character so that students are kind, resilient, and inspired to be life-long learners. By working closely with the families and local communities we serve, and listening to students' voices, students will be well-prepared for life in a modern, tolerant Britain. They will secure outstanding academic outcomes and high quality destinations, always well-prepared for their next steps. As adults, they will lead happy, purposeful, and rewarding lives, and make a positive contribution to the world.

Andy Hodgkinson
Chief Executive Officer

Why work for Zenith Multi Academy Trust?

Thank you for considering Zenith Multi Academy Trust as your potential new employer.

If you share our commitment to securing transformational change and sustainable school improvement, and would like to be part of our vision to provide excellence in education, we would love to hear from you.

In return we can offer you:

- A friendly Trust which places staff wellbeing and development at the forefront of everything we do
- School settings with excellent facilities
- Access to high quality and bespoke CPD across the Trust, including a collaborative project with the Education Endowment Fund (EEF)
- A supportive and positive Early Careers program run in partnership with University College London and Chafford Hundred Teaching School Hub
- The opportunity to develop your career with and across the Trust Schools
- The Trust is an early adopter of the new NPQs

Staff Wellbeing

The Trust is committed to providing a safe and healthy working environment for all staff and supports management practices that promote good health and wellbeing of all its employees. The Trust recognises that wellbeing and performance are linked. Improving employees' ability to handle pressure and to balance work and home life will ultimately lead to improved individual and Trust performance, including better outcomes for students.

The Trust has adopted a number of policies to support our commitment to staff wellbeing, including:

- Mental Health and Wellbeing policy which focuses on the Trust's commitment to maintaining the health and wellbeing of staff
- The Health and Safety policy which provides a framework for, and measurement of, safe places to work; and
- The staff Recognition and Reward policy which ensures our staff feel valued for the work they do and recognised for the contribution they make.

The wellbeing and training of our staff are seen as critical in creating the most effective and talented staff team. The high calibre of our staff means that we are constantly striving to improve so that we can provide the outstanding level of education that all our diverse and talented young people deserve.

Continuing Professional Development (CPD)

At Zenith Multi Academy Trust, all staff are encouraged to develop their knowledge, skills, understanding, and attitudes to enhance their professional work, regardless of experience. We work towards 'a culture of excellence', where all staff have the opportunity to continue to improve and sharpen their knowledge and practice. All staff who work in the Trust also have access to our innovative, online learning platform 'Zenith Institute', which provides staff with bespoke training and access to the latest research.

Working for Zenith brings other benefits:

- Free Benenden Healthcare Scheme
 - Access to a GP 24/7 hours a day seven days week for you and your immediate family
 - Access to a Mental Health Helpline 24 hours a day seven days a week
 - Access to a care adviser who can provide advice and information on adult care issues
 - Medical Diagnostics
 - Medical Treatment at one of the hospitals in our treatment network for certain procedures.
 - Physiotherapy
 - Mental Health Counselling Support
 - Financial Assistances to a care adviser who can provide advice and information on adult care issues
- Access to Benenden Healthcare rewards and discounts scheme
 - 46% off digital fitness subscriptions
 - 22% off activity trackers from Fitbit
 - Save up to 11% on the cost of gift cards of E-Gifts
 - Lifestyle shopping vouchers – save 6%
 - Home movies rentals – save up to 40%
- VIVUP Employee Assistance Programme and Lifestyle savings membership
- On site staff counselling programme
- Access to Bike2Work scheme
- Annual calendar of wellbeing events
- Eye sight tests
- On-site free medical health checks
- On-site flu jab clinics
- Free access to on-site gym facilities
- Generous Teachers' Pension and Local Government Pensions schemes
- Generous annual leave entitlement for full-time support staff up to 29 days + 8 bank holidays per annum



The Schools of Zenith Multi Academy Trust



Simon Holliday is the Headteacher of Castledon School. This school is a community special school based in Wickford, Essex that aims to unlock the potential of learners aged 5 to 19 with moderate learning difficulties and complex needs. Our motto is "Unlocking Potential".

We work closely with parents, staff and students to create a safe and inclusive community that is based on mutual respect and understanding. Staff, parents and students helped devise the Castledon Code which encourages all within our community to be safe, kind and responsible.

Our school has a range of facilities and resources to support our students' learning and development, including specialist classrooms and equipment, therapy rooms, a sensory room, a soft play area, a music studio, a swimming pool, animal care shelters and an art room. Our students have access to a range of pathways, including life skills, vocational, and academic. We work with our learners and families to identify their goals and aspirations and offer bespoke pathways that are tailored to each individual student.

Our school has won several awards, including the 2022 Essex SEND Teacher of the Year award. We also recently won the Educational Business Award for Environmental Practice in 2022, and the Community Award in 2021, Academy Partnership Award, and SEN Provision Award in 2019.

We invite you to follow us on Instagram to keep up to date with our school community.



Steve Durkin is the Headteacher of Castle View School. The school is a place where students are put first in everything the school does. Their aims are to pursue excellence, to be the best they can be and they achieve this by working together with parents and the wider community to bring out the very best in their young people.

A good education inspires, opens doors and makes a difference to the lives of individuals, their families and the wider community. Therefore, the school takes their responsibilities as educators very seriously, doing all they can to help their students achieve anything and everything they set their minds to. The school also takes great pride in providing a happy and harmonious learning environment – one where every student is known as an individual.

As well as valuing academic success, the school strives for every child to become a well-rounded, caring and confident individual who plays a part in their community, and has the skills and mind-set to contribute positively to our wider society.



Daniel Steel, is the Headteacher at The King John School, as a parent of two young children himself, he leads the school through the eyes of a parent, with very high expectations and aspirations for his students. The King John School is a popular, oversubscribed school where students' very high attendance and levels of achievement reflect their commitment and enjoyment of school life. The school is a large, mixed comprehensive with a well-established sixth form, and serves the ever-growing communities of Thundersley and Benfleet, as well as welcoming students from further afield.

To enable their students to be happy and successful learners, they strive to create a caring, supportive and aspirational learning community, with high expectations and opportunities for all. They believe in offering a broad and balanced curriculum to enable students to flourish as individuals, and to achieve future success in whatever they choose to become later in life. This includes a strong emphasis on sport and the Arts. Opportunities for extra-curricular activities are extensive for all to support in developing knowledge, skills and cultural capital beyond the classroom setting. These opportunities include enterprise, creative performing arts, and a wide variety of trips and visits. Added to this their sporting expertise which puts them at the top of the county and national championships in a whole range of sports you will see the school has a lot to offer. They strive to nurture and develop global citizens of the future by celebrating success and valuing aspiration. There is a strong focus on developing students' character by instilling the King John PRIDE values of positivity, resilience, integrity, dignity and equality. They are determined every student should maximise their potential.

The recruitment, retention, and training of fully-qualified staff play a key part in their drive to secure strong academic outcomes for all students, and to instil a life-long love of learning. They understand the vitally important role of partnerships between families and school, and value their relationships with all members of the community they serve.

They have a thriving sixth form, which has been significantly extended to provide a wealth of additional state-of-the-art facilities. Students achieve well in a wide range of subjects and over a three year trend, the results are in the top 15% of over 2000 schools with 68% A*, A or B grades at A-level. Students' destinations are very strong, and they progress to Higher Education, including Cambridge and other Russell Group universities, apprenticeships and employment.



Laindon Park is a small school located in a rural unspoilt area. Their building retains a Victorian character with many historical features. The Headteacher of Laindon is Cristina Portoles, who ensures that they are a school where the child is at the heart of everything they do and leads the decisions they make.

"Pupils enjoy learning and playing together at this small, friendly school. They are confident that everyone is welcome here. From the early years, children learn to share ideas and equipment. Older pupils proudly take on roles in the school to help each other and to care for the school environment." (Ofsted February 2023)

The James Hornsby School is an oversubscribed 'Good' school; as rated by Ofsted, where students are at the heart of all we do. We have a strong family ethos where we believe "Together we excel".

The Headteacher, Tammy Nicholls firmly believes that investing in staff is a priority to ensuring every student receives a high quality education, enabling them to achieve their best. Family, Pride, Ambition and Excellence are their key drivers for success not only for their students, but for their staff as well. As such staff retention and well-being is high.

The James Hornsby School are extremely proud of the strong family ethos that has been built, which focuses on developing personal character, resilience, independence and removing barriers to success. They have a vertical tutoring system and every student and staff member are placed into a college structure, this strengthens the sense of belonging.

Our ethos ensures a safe and happy environment where students are at the centre of all we do. They have highly effective safeguarding structures in place and work in collaboration with parents and carers to ensure high levels of attendance, welfare and outcomes.

They have created an environment where all students can make great progress, this is underpinned by a well-structured curriculum that is rigorous and aspirational and is supported by quality first teaching.

The ultimate purpose is to ignite hope, drive ambition and advance the life chances of everyone who is part of their family. We will help students gain qualifications that will open the door of opportunity and develop the character to get them through.

We welcome the chance to meet with you and discuss your development opportunities as part of the James Hornsby and Zenith family!



The King John School



Laindon Park Primary School



The James Hornsby School



Castle View School



Castledon School

Testimonials

Having worked at a mainstream comprehensive, I was excited to move roles into a smaller Special Needs school in 2020. As the Exams Officer, I am responsible for ensuring all of our learners are fully supported for their exams, whether that being in exam conditions or through coursework.

Castledon is a very supportive employer, which values each of its staff members both inside and outside of the workplace.

- **Exams Officer, Castledon School**

On starting my role as an LSA at KJS my first impressions were how supported, knowledgeable and friendly the staff were across the board (on all levels). As an LSA my Job role is to provide support to pupils with special educational needs and to help them integrate as fully as possible in all activities within the class. KJS offer excellent training and opportunities to develop your career, you are fully supported and recognised for your achievements. In the four months that I have worked at KJS I have gained valuable experience and a range of assessment techniques to enable me to progress further within my role.

- **LSA, The King John School**

I started my school finance career in James Hornsby as Finance Officer. My line manager and the school team were immensely supportive from the first day. I received regular coaching and development from my line manager, not to mention various external training opportunities. After spending 2.5 years at James Hornsby, the opportunity arose to apply for the Business manager role at Castle View. The recruitment process was straightforward, efficient and provided positive challenge within the application requirements. I was fully supported in my application by both my existing managers, Castle View and Zenith Multi Academy Trust. The interview and selection processes were fantastic in their level of challenge and support and felt as though they were focused on bringing the best out of candidates. My outcome was successful and the move to Castle View has continued to be supportive, with a number of training and CPD opportunities already provided by both the school and Zenith.

- **Business Manager, Castle View School**

Since joining JHS in January 2019, my personal development has been supported and encouraged. I have benefitted from both formal CPD and shadowing excellent teachers. I have found that within the staff team people are very generous with their time and advice. Everyone is really friendly and welcoming - I genuinely feel like a valued member of the team here.

- **Teacher of Humanities, The James Hornsby School (progressed from support staff to unqualified teacher, currently undertaking teaching qualification)**

Job Description

Job Title	Midday Assistant
Grade	Scale 2, Point 3-4
Reports to	Senior Midday Assistant/Headteacher
Responsible for	Not Applicable
Liaison with	Pupils Senior Midday Assistant Headteacher Teaching staff Catering And Caretaking Staff
Job Purpose	Acting as part of a team, to take care and control of all the children on the school premises during the midday break between the morning and afternoon teaching sessions.
Principal Accountabilities	<ul style="list-style-type: none"> To maintain the safety, welfare and good conduct of the pupils during the midday break
Duties	<ul style="list-style-type: none"> To assist children in selecting their meal and sitting in an appropriate place in the dining hall, sandwich room. To assist children with eating their meal if applicable. To clear tables when meals are finished and clear up any associated spillages. To enforce the necessary sanctions for maintaining good order. To administer basic first aid as required. To keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed. To provide pastoral care, guidance and routine advice to pupils as appropriate. Where necessary and appropriate to lead games and activities with the children. To alert Senior Midday Assistant and/or the Headteacher of any concerns regarding an individual child or group of children
General	<ul style="list-style-type: none"> To attend relevant training and meetings as required. To respect confidentiality at all times. To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils. To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Person Specification

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Working with or caring for children
	Knowledge of relevant policies and procedures	Knowledge of First Aid
	Literacy	Basic reading and writing skills
	Numeracy	Ability to count and undertake basic calculations
	Technology	Ability to use basic equipment e.g. photocopier, video
Communication	Written	Ability to complete basic forms
	Verbal	Ability to exchange routine verbal information clearly with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Consult with children and other adults
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Understanding of games and activities which support learning
	Child Development	Understanding of the way in which games and activities can help children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role