



Midday Supervisor

**All Saints Bedworth C of E Academy &
Nursery**

Off The Priors, Mitchell Road, Bedworth,
CV12 9HP

Candidate Information

Together, pursuing life in all its fullness

Midday Supervisor

About the Role

The Trust is looking to appoint an inspirational and highly effective midday supervisor who is committed to supporting the All-Saints Bedworth to educational excellence and further developing the distinctive Christian character of educational provision and the school community.

In return we can offer:

- A support network of professional colleagues
- A strong culture of professional development
- The opportunity to be part of an aspirational organization and contribute to its development and growth plans
- We are offering a salary of £24,413- £24,796 per annum FTE (Actual Salary £4,203) Grade B (Scale point 2-3)
- Monday to Friday 12.00PM to 13.30PM (7.5hrs per week)
- 38 Working weeks
- Eligibility to join the Pension Scheme'

Applications

Thank you for your interest in this post. Interested candidates are welcome to speak to us for more information about this fantastic opportunity. Please contact the school office directly on 02476 313387 for an informal discussion about the post.

Please note that the closing date for applications is detailed on My New Term

We welcome all applications regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex and sexual orientation.

Interview date TBC

Job Description

KEY PURPOSE

To support pupils across a range of year groups during lunchtimes and be successful with their learning and behaviour.

ACCOUNTABILITIES

The appointee will be line managed by Headteacher.

PRINCIPAL RESPONSIBILITIES

Responsibility for pupils:

- Collection and transportation of meals to our Infant site
 - Supervise collection of meals and assist with use of cutlery, toileting and washroom activity, escort children to and from the dining room.
 - Assist pupils when returning used plates, trays, cutlery, beakers and when clearing tables.
 - Supervise pupils eating food brought from home and ensure packed lunch equipment is cleared away and empty bins.
 - Ensure a safe environment by cleaning up spillages.
 - Supervise classroom and outside activities, encouraging inclusion.
 - The administering of first aid, when needed, to children after receiving the relevant training
 - Ensure orderly return to classroom.
 - Attend to pupils who have minor accidents or become ill.
 - Report to Supervisor if accident occurs or if pupil falls ill.
 - Monitor pupil behaviour, intervening as necessary in accordance with behaviour policy
 - Report to Supervisor any breaches of school rules.
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- The head teacher may at times request that MDS undertake additional tasks that are commensurate with the post and grading of their role.

Support to the School/Service

- Uphold and promote the values and ethos of the school and wider Multi Academy Trust, modelling professionalism at all times.
- Comply with school policies and procedures, including those relating to safeguarding, health and safety, and equality of opportunity.

SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST

As part of the Diocese of Coventry Multi Academy Trust, the Deputy CEO - Education will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of

schools.

STRENGTHENING THE COMMUNITY

Academies exist in a distinctive social context, which has a direct impact on what happens inside the school. Academy leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other academies. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

This will include:

- Building a school culture and curriculum which takes account of the Church Foundation and the richness and diversity of the school's communities.
- Creating and promoting positive strategies for challenging harassment of any kind.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve pupils' achievement and personal development.
- Building bridges with the school's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS. Further information about the Disclosure and Barring Service is available from the DBS website at: [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

The Trust will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

DATA PROTECTION

The post holder must meet the requirements of the General Data Protection Regulation Act 2018 at all times, especially concerning confidentiality, treatment of personal information and records management.

ADDITIONAL DETAILS

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with all Trust policies and procedures and any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Chief Executive reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Person Specification

Personal Qualities, Qualifications and Experience		Measured By				
		Essential	Desirable	Application	Interview Process	References
Qualifications and Experience						
1	Be willing and able to take part in relevant training, ie Safeguarding, play activities etc.	X			X	
Professional Experience and Knowledge						
1	Literacy skills to be able to complete accident book	x		X	X	
2	Knowledge and understanding of safeguarding requirements and good practice.	x		X	X	
3	Be able to understand, comply and work within policies: eg. school behaviour policy, child protection policy, health and safety, confidentiality and other school rules		X	X	X	
4	Be aware of cultural differences	X		X		
5	Can transfer theory/Training into practice	X	X	X		
6	Have an awareness of SEN		X	X		
7	Understanding of the distinctive Christian character of a Church school		X	X	X	
8	A commitment to professional development	X		X	X	
9	Commitment to supporting the Christian ethos and values of a Church school.			X	X	
Personal qualities						
1	Has high expectations and personal integrity with the ability to promote and sustain the values, culture and Christian ethos of the school	X		X		
2	Is articulate and approachable with excellent interpersonal communication skills and be able to present information to others both verbally and in writing	X		X		
3	Resilient, reliable and calm under pressure.	X		X		
4	Can work well as part of a team, and show initiative in offering ideas within a team setting	X		X		
5	Is pro-active in offering ideas	X		X		
6	An exemplary record of health and punctuality			X	X	

