



Inspire Education Trust

Together we achieve, individually we grow

RECRUITMENT PACK

Midday Supervisor



Walsgrave
Church of England Academy



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WELCOME FROM OUR CEO



It is my pleasure to welcome you to Inspire Education Trust.

At Inspire Education Trust we are passionate about making a difference to the lives of our pupils. They are at the heart of everything we do and we strive to inspire all learners, and want all our schools to be the best they can be and for each and every child, to discover the skills, abilities, talents and interests that lie within them.

We believe in working in partnership, enabling us to ensure all children and pupils achieve their full potential. Our schools know the impact that working collaboratively can bring.

Our schools have a desire to question, change and innovate to ensure that what they provide enables our children to become successful learners, confident individuals and responsible citizens.

At the same time, we recognise the importance for each school to retain and promote their individual identity. Every school has its own context and challenges. This is why we encourage our member schools to lead and manage in a way that preserves that individual identity and responds to the specific needs of their children and community.

The combination of autonomy and collaboration across key areas of leadership and management, underpinned by shared values and best practice is what makes our schools special.

Lois Whitehouse – CEO

DEPUTY CEO



We put the quality of education at the core of our vision. Our school improvement strategies provide an excellent framework to deliver a truly broad, balanced and inclusive curriculum with an emphasis on co-curricular activities such as Arts, Music and Sports from age 2 to 18. We believe that every child is a powerful learner.

We are a progressive Trust with an excellent track record of Primary school improvement across our portfolio of 8 schools, 7 of which are Primary schools.



We have strong models of Primary school improvement alongside high-quality implementation and delivery. We have proven able to deliver high standards of education, systematically, through excellent improvement practice that incorporates knowledge building, evidence-informed professional development, and the creation of communities of improvement.

As a successful Trust we deploy the expertise of specialist primary teachers and leaders across our schools to ensure maximum impact.

The goal is for every member of staff, in every classroom to be as **good as they can be** in what they teach (the curriculum) and how they teach (pedagogy), e.g., paired planning time with subject/ teaching expert to develop teacher confidence and pedagogy.

Coaching conversations with teachers/ leaders so that developments come directly from them to motivate and signpost independent improvements through self-study documents such as WALKTHRUS and external courses. This will allow capacity to be enhanced so that teachers can then improve each other and hone/ innovate practice. Once practice is embedded and impactful, we would look to develop leaders of these areas externally to innovate and lead future practice in their school and more widely across the Trust.

We are constantly refining the way we support, challenge, and improve our schools. At the heart of our approach is first-class teaching.

Rob Darling – Deputy CEO

ABOUT THE ROLE

Post Title	Midday Supervisor
Salary Range	Grade 1 – £5,809 (FTE £24,796)
Reporting to	Headteacher
Status	Permanent, 10 hours per week, term time only
Flexibility	Flexible hours are available



Job Purpose:

We are seeking to appoint a reliable, flexible and practical individual. The successful candidate will support our school in assisting children in the dining room and supervising them in the hall and out on the playground.

Main Duties and Responsibilities:

Duties and responsibilities will include:

- Assisting children in the dining hall with opening lunch boxes and cutting up food as appropriate
- Clearing tables and disposing of waste food and drink
- Supervising children in the hall and out on the playground
- Assist in overseeing games and activities for children, in particular indoors when weather prevents outdoor play.

Safeguarding and Child Protection

- Knows what to do if they have concerns about a child
- Takes on the responsibility for providing a safe environment and promoting children's welfare
- Undertakes regular safeguarding and child protection training
- Familiarises themselves with *Keeping Children Safe in Education part 1* (KCSIE) and local policies and procedures as directed by the trust/academy

Other

- *Carries out any other duties as directed by the estates manager that are within the scope, purpose and spirit of the role*
- Attends regular continuing professional development (CPD) as required by the school, and other optional relevant CPD to develop good practice
- Proactively takes steps to ensure their mental health and wellbeing is protected, seeking further support if appropriate



PERSON SPECIFICATION – Midday Supervisor

		Essential	Desirable
Education and Qualifications	Basic Literacy skills to be able to understand school policies and complete accident book	✓	
Experience	Knowledge of health and safety at work		✓
	Previous professional childcare/midday supervisor experience		✓
Skills and Knowledge	Ability to work as part of a team	✓	
	Self-motivated and able to work on own initiative without supervision	✓	
	. Works with honesty and integrity	✓	
	Emotional resilience in working with challenging behaviour	✓	
	Committed to making children feel happy, safe and secure	✓	
Personal Qualities	Take pride in your work	✓	
	Be reliable and punctual	✓	
	Have a positive and caring attitude	✓	
Safeguarding and Child Protection	Understands their role in safeguarding and protecting children or a keen willingness to learn this	✓	
	Develops appropriate professional boundaries with children. Knows not to build friendships	✓	
	Awareness of the key safeguarding processes in schools or willingness to understand these	✓	
	In-depth understanding of the requirements of Keeping Children Safe in Education		✓
	A realistic appreciation of the challenges involved in working with children		✓
	Committed to improving safeguarding processes and practices. Sees it as part of their job		✓
Wellbeing and Development	Willing to participate in further appropriate professional development	✓	
	Positive approach to own continuous personal professional development and training		✓



ABOUT WALSGRAVE C OF E ACADEMY



Walsgrave
Church of England Academy

FACTS AT A GLANCE

2-FORM ENTRY

NUMBER OF PUPILS: 462

NUMBER OF STAFF: 50

BASED IN: BINLEY, COVENTRY



WELCOME FROM HEADTEACHER

We would like to extend a warm welcome to all the children, their families, friends, and members of the local community who are central to the life of Walsgrave CE Academy. Our whole school community values the contribution every child brings, which makes our school a happy and fun place to learn and work. Our mission statement is: 'Together We Thrive' and this sentiment underpins all we do.

As a Church of England Primary School, we have close links with St Mary's Church, collaborating regularly throughout the year. This collaboration, as well as celebrating our school's cultural diversity, helped us to achieve our Outstanding SIAMS (Statutory Inspection of Anglican and Methodist Schools) inspection result in June 2015.

At Walsgrave CE Academy we believe in encouraging children to know how they learn best. Pupils need to understand why learning is important and to be as involved as much as possible in their own learning. We get to know each pupil extremely well, recognise their potential, tailor individual learning needs and support each pupil's





learning with high quality teaching, learning and resources. We offer a bespoke and exciting, broad and balanced curriculum that is enriched by visitors, educational visits and memorable experiences. We are passionate about all children having core skills in Reading, Writing and Maths, as well as opportunities for them to become artists, musicians, historians etc. Children feel safe and happy in school and they tell us that they look forward to coming to school every day (and so do we!).

We believe that every child can do amazing things, and it's our job to help make this potential a reality. With an outstanding education, every child has the freedom to choose their own future. As you're the most important person in your child's life, it's really important that we work together to support each other in making sure your child gets the best education possible.

Damien Sowerby – Headteacher

OUR VISION AT WALSGRAVE

Together we thrive

Belonging Together, Growing Together and Learning Together in God's Love.

At Walsgrave Church of England Academy, we believe that every person is uniquely created and deeply valued by God. Our vision, Together We Thrive, reflects our commitment to creating a school where everyone is welcomed, encouraged and inspired to flourish.

As a two-form entry Church of England primary school in the heart of Coventry, we are proud to serve our diverse community. We celebrate the unique gifts, talents and experiences that every child, family and member of staff brings to our school. Together, we strive to create a community where everyone can confidently say:

"I belong here. I am growing here. I am learning here."

ROOTED IN JESUS

Our vision is rooted in the words of Colossians 2:7:

"Rooted and built up in Jesus"

Just as a healthy tree needs strong roots to flourish, we believe that lives rooted in Jesus provide the foundation for belonging, growth and lifelong learning. Guided by



the teachings of Jesus, we seek to nurture every child academically, socially, emotionally and spiritually so they can become the person God created them to be.

Our Christian vision shapes everything we do, from our curriculum and collective worship to the relationships we build and the decisions we make each day.

LIVING OUR VISION

Our vision is lived through three simple but powerful commitments.

Belonging Together

We create a welcoming and inclusive community where every person is known, valued and respected. We celebrate diversity, build positive relationships and ensure that everyone feels safe, supported and able to contribute.

Growing Together

We encourage every member of our community to develop in character, confidence and faith. Through our Christian values, opportunities for leadership, service and courageous advocacy, we help children become resilient, compassionate and hopeful individuals who make a positive difference.

Learning Together

We provide a broad, ambitious and inspiring curriculum that enables every child to flourish. We encourage curiosity, creativity and resilience, ensuring that children develop the knowledge, skills and understanding they need to thrive both now and in the future.

FLOURISHING IN GOD'S LOVE

As a Church of England school, our Christian faith is central to our life together. Through collective worship, Religious Education and our daily interactions, we seek to demonstrate God's love in action.

We believe that education is about far more than academic success. It is about helping every child flourish spiritually, intellectually, emotionally, physically and socially so they are equipped to live life in all its fullness (John 10:10).



Working in partnership with families, our church, our Trust and the wider community, we strive to nurture children who are kind, courageous, respectful and ready to make a positive contribution to the world.

Together, we belong.

Together, we grow.

Together, we learn.

Together We Thrive.

Head to our website to find out more:

www.walsgraveacademy.org/our-vision or scan the QR code:



WALSGRAVE ACADEMY ONLINE

Please see below the ways to connect with Walsgrave Academy online. We have so much great content on our website and our social media, which is where you can see what life at Walsgrave is really like.

www.walsgraveacademy.org

Facebook

Facebook.com/walsgravecofeprimary

Instagram

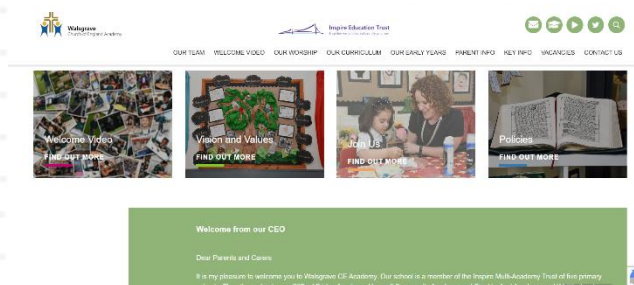
instagram.com/walsgravecofeacademy

X/ Twitter

twitter.com/walsgraveschool

YouTube

youtube.com/@walsgraveacademy





ABOUT INSPIRE EDUCATION TRUST

Inspire Education Trust is an Multi Academy Trust that grew from a shared belief that children deserve a first-class education, so that each child and student understands what they are capable of, and what talents they have, and strives for excellence in themselves to succeed in the next stage of their education and the world of work.



Inspire Education Trust
Together we achieve, individually we grow

We understand that every member of our staff is here for the best interest of our children. With them, we want to ensure that every child is valued and that the unique identity of each of our schools is protected, celebrated, and recognised for the contribution it makes to ensuring our pupils have the best education and experiences.

Inspire Education Trust is made up of 8 schools.

Arley Primary School, New Arley, Warwickshire (2024)
Blue Coat Church of England School & Music College, Stoke, Coventry (2020)
Clifford Bridge Academy, Binley, Coventry (2015)
Frederick Bird Primary School, Hillfields, Coventry (2024)
Hearsall Community Academy, Earlsdon, Coventry (2017)
Stockingford Academy, Nuneaton, Warwickshire (2019)
Walsgrave Church of England Academy, Walsgrave, Coventry (2015)
Whittle Academy, Walsgrave, Coventry (2015)

Our Trust Motto encapsulates the beliefs and ideals of our family of schools.

"Together we achieve, individually we grow"



KEY FACTS AT A GLANCE

7 PRIMARIES & 1 SECONDARY

MIXED MAT – 2 CHURCH OF ENGLAND SCHOOLS

5,000+ PUPILS AS OF JAN 2024

709 STAFF

OPERATING OVER 2 LOCAL AUTHORITIES

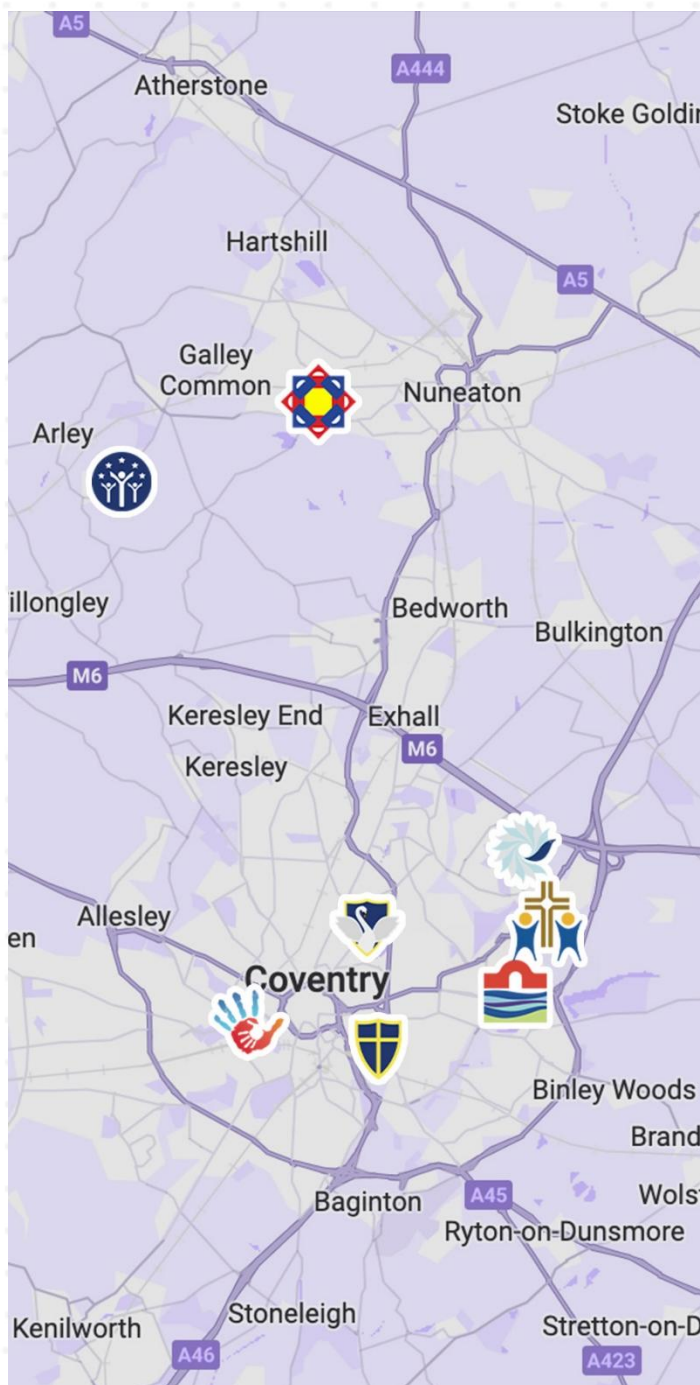


The mission statement for our Trust is "Together we achieve, individually we grow'. We aim to ensure that our academies will provide an **environment which is welcoming, caring and purposeful**, where we will encourage our pupils to be the best they can be, whilst supporting them pastorally and helping them develop socially. We want our children to enjoy school, have fun and develop a love of learning.

We have a **Board of Directors** and **Members** who hold the schools to account and work closely with the Local Governing Bodies of each school who support and challenge the outcomes and quality of teaching and learning. We have **strong links** with the **Coventry Diocesan Board of Education** reflecting the church status of our faith schools, Blue Coat School and Music College and Walsgrave Church of England Academy.

As schools, we are committed to sharing the good practice that exists in all the schools and we have numerous opportunities for **joint training days** and **shared professional development** for support and teaching staff across the Trust. Staff have welcomed this collaboration and we have retained quality staff and promoted from within.

We strive to maintain academies which will retain their **own independent culture and ethos** whilst operating within a strategic partnership to improve quality, share best practices and operate effectively and efficiently. We firmly believe that "**Expectations Shape Outcomes**" and we expect the very best for all members of our school's communities.





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STAFF WELLBEING & SUPPORT 'THE LITTLE THINGS'

At Inspire Education Trust, we are committed to working towards the best balance of hard work, commitment and wellbeing as well as avoiding the burden of unnecessary tasks. Our trust leaders aspire that all colleagues are fit, well and content at work. Some of the little but important things we give back to staff are listed below; new ideas are always welcome.



External coffee van visits site for staff use



Support for new staff starters who join Inspire Education Trust (e.g. buddy pairing)



Calendars regularly reviewed with staff workload in mind



No Student or class data collected for data's sake



Prayer and worship time across our CofE schools



8 free external counselling sessions for all staff



PPA time designed to promote a healthy work life balance



Dedicated classroom wherever possible for all teaching staff



Free Wellbeing App Subscription



Time off for staff wellbeing



Staff wellbeing integral to the appraisal process.



Enhanced paternity leave for all staff - 1 week at full pay and 1 week at Statutory Paternity Pay



Gym and fitness membership discount through CV-Life (based in Coventry)



Flexible and generous approach to family appointments, children's events, nativities, sports days etc



Opportunities for staff to get involved in sport and physical activity



Opportunities for career development always considered



Measured approach to lesson drop-ins



Staff marking & workload group to guide and develop policy



Communications protocol which promotes a healthy work life balance



Cycle to work scheme



Approachable Senior Leadership Teams



Staff social events (e.g. time to talk)



Staff wellbeing champion network of support



EAP (Employee Assistance Programme) - Health Assured



Employer pension contributions of 23% + for teaching and support staff.



Generous holiday allowance for all year-round support staff (28 days annual leave, plus 8 bank holidays. Increasing to 33 days after 5 years of service)



Access to trained Mental Health First-Aiders for all Staff



MAKING AN APPLICATION

Applications for this post will only be accepted using the electronic application form on the My New Term website: <https://www.ietrust.org/vacancies/>

The closing date for applications is Monday 14th September 9am.

Interested candidates are encouraged to contact Sabrina Choudhury – Office Manager Sabrina.Choudhury@walsgraveacademy.org to arrange an initial conversation with Damien Sowerby – Headteacher.

Applicants are advised to contact walsgrave.admin@walsgraveacademy.org if they wish to organise a visit to the school.

Shortlisting will take place, and all candidates will then be contacted by email.

Shortlisted candidates will need to be available for interview on Wednesday 16th September 2026

If you have any questions relating to the application process, see the FAQ's page and if you still have a question - please do let us know by contacting Catherine Alexander-Gamble – HR and Payroll Coordinator Catherine.alexander-gamble@ietrust.org

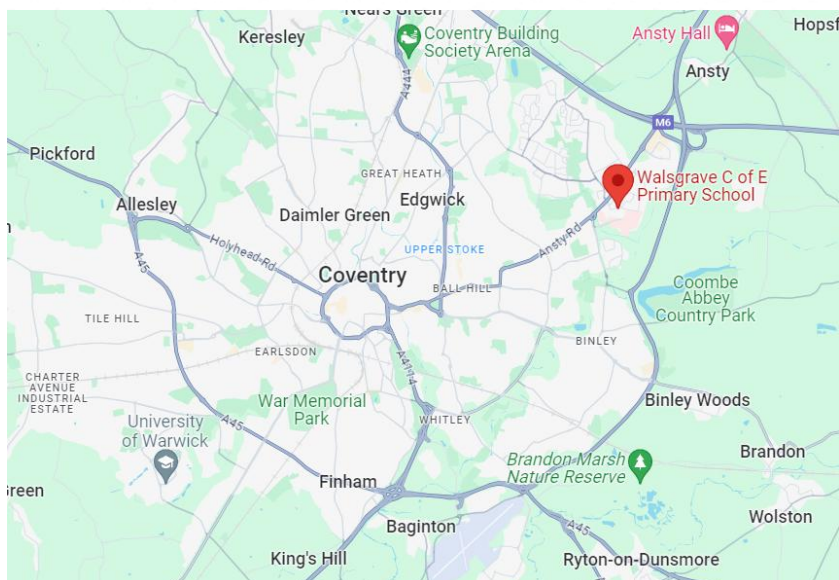
We look forward to hearing from you.





HOW TO FIND US

If you arrange a visit or are successfully shortlisted for an interview, then you will need to visit our school. Please see the below for guidance and directions on how to find Walsgrave Academy.



ADDRESS

Walsgrave Academy
School House Lane
Coventry, CV2 2BA

*A 2-minute drive from
University Hospital
Coventry, and a 15-
minute drive from
Coventry city centre.*

PARKING

As you arrive at the front gate, you can request access via an intercom to drive in and there are 2 car park areas that you can park in. See the circled below for parking locations.





FREQUENTLY ASKED QUESTIONS



How do I apply for a vacancy at Inspire?

All applications must be received electronically via our My New Term page. CVs may be accepted but will not replace the application form.

Top tips for writing my application for Inspire?

Complete the application form as thoroughly as possible, providing comprehensive information about your past employment, training, and any gaps in employment, from leaving school, until the present day. Emphasize your alignment with the Person Specification criteria in your supporting statement, elaborating on why you believe you are the best candidate for the job.

How does shortlisting work?

'Blind' shortlisting is carried out by a panel of staff who will judge the applications based on how closely they match the criteria from the person specification. By 'blind' we do not divulge to the shortlisting panel, certain sensitive information about candidates protected characteristics.

When will my referees be contacted?

Following KCSIE guidance, we will seek to obtain references for all shortlisted candidates, before the interview. This allows any concerns raised to be explored further with the referee and taken up with the candidate at the interview. With effect of 1st September 2022, following further guidance from KCSIE, there will also be an online search as an additional pre employment check at this stage. Referees will not be contacted if candidates have not given permission.

How will I be contacted if I am successful?

Successful candidates will be contacted by email after the closing date to invite them to interview with the date, time, and location of the interview. At this stage, you will also be asked to complete a self-declaration of your criminal record or information that would make you unsuitable to work with children.



Whilst we endeavour to inform all candidates of their application outcome, If you have not heard from us within 2 weeks of the closing date, please assume you have not been successful on this occasion.

What is involved in the interview process?

All of our interviews consist of formal, competency-based questions. Additionally, for teaching roles, there will be a lesson observation, and for other key roles, there may be an assessment task (e.g. a presentation, administrative task, data analysis task etc). You will receive information on your invite to interview email which will detail the specifics of the task and what we would like you to prepare in advance.

You will also be asked to bring in proof of identity documents to satisfy a DBS check and qualification certificates, relevant to the role.

Candidates who have a disability or any other needs will be given the opportunity to highlight this prior to any selection activities in order that reasonable adjustments may be made to the selection process.

Is there an onboarding process?

We have an extensive onboarding and induction program which will take you through exactly what to expect before you start your new role, by the end of your first day, by the end of your first week, and by the end of your first month. You will also find important information to online safeguarding training sessions you will be required to complete during your induction.

Is there a probation period?

Yes, there is a probation period of 6 months for support staff. This provides an opportunity for us to put in place a structured plan of CPD and support for new colleagues.



STAFF TESTIMONIALS

Taken from our 2023 staff wellbeing survey

"I work with a wonderful team of colleagues who are supportive and will make themselves available when needed to debrief etc. I feel very blessed that my line manager in particular is very supportive and understanding and takes into consideration any presenting factors which could potentially impact on my wellbeing and workload."



"I find that generally my wellbeing and work-life balance is good. I find that SLT are very supportive of my department and I can talk to other people I work with about any issues. I appreciate that any time there are parents evenings, there is not CPD on a Monday evening. I also like that we have been given other training days as days off, such as September 1st."

"I feel well supported in my role. In particular with regard to flexible working and ad-hoc childcare needs which used to be a big cause of anxiety for me."



"Employee support program is good and helpful to manage life inside and outside school."

"I think the school and Trust does a lot to support wellbeing and workload."

"Wellbeing champions and their supportive work of the staff has been excellent and would continue to help the continual wellbeing of staff. The coffee van is also an excellent little pick-me-up when it's on site."

"The work of the wellbeing champions. It is much appreciated!"

"Deputy head actively shows support, always makes sure we feel seen and heard and checks in regularly to make sure everything is going OK. "





"My Head has been incredibly supportive of my wellbeing and is always willing to stop and listen when I am in need of someone to talk to if things become overwhelming. They have supported with helping to make my workload manageable so I can have a better work life balance. I am really grateful for that. It makes a huge difference."

"I feel our SLT are really approachable and understanding. I think they do a great job at just listening and supporting where needed."



"I feel always cared for by school. It is a really lovely nurturing caring place to work."

"I am very happy at work, I look forward to coming in and the things put in place by the trust after the last survey such as the coffee van visits have made a massive improvement to the enjoyment we collectively have at work."

"I am very happy in my place of work. I feel issues are listened to and management support them as best they can. Thank you."

"I love working at my school! Although it's crazy busy we always work together as a team to support each other. I am always thanked by my direct leadership at the end of each day."



Inspire Education Trust

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RECRUITMENT PRIVACY NOTICE INSPIRE EDUCATION TRUST

Who is collecting your data?

Inspire Education Trust is a data controller for the purposes of the General Data Protection Regulation and domestic legislation. The personal data that you provide will be used in connection with your application for vacancies at the Trust. If we make an offer of employment, the Trust will provide a fully informed privacy notice to employees.

Why are we collecting your data?

- So we can process your application to the next stage
- Check and verify your identity
- Ensure your suitability for the position advertised including contacting references from your noted referees, provided you have confirmed their consent to be contacted for this purpose
- For research, analysis and statistical purposes
- Meet our statutory obligations under the Equality Act 2010

What is being collected?

The information you provide us within submitted forms is collected to enable us to consider your suitability for the vacancy. This includes:

- Name and contact details (phone number, email and address).
- Previous work history and experience
- Education, training and qualifications
- Referee contact details

We also process special category data such as:

- Religion
- Ethnicity
- Disability Issues

We ensure we keep our records up to date by logging these on the TES platform in which you made your application. If you are successful in your application, we will provide you with further details about how we will process your personal data.

Do we share your data?

Information on application forms and notes made during the interview process are not shared if an offer of employment is not made. If an application is successful, a workforce privacy notice will be provided to you, detailing how we will use your personal data.

Your Rights.

You can see your rights in relation to the application by visiting <https://ico.org.uk/your-data-matters>

Retention

Unsuccessful candidates' application forms will be destroyed after 6 months.

Successful applicants will be provided with a fully informed employee privacy notice alongside their contract. The information provided on this form will be stored with the successful applicant's personnel file. This is kept in line with the School's record retention schedule. This can be found on the School website.

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facebook.com/ietrust



instagram.com/inspire.education.trust



twitter.com/inspireedtrust



linkedin.com/company/inspire-education-trust



tiktok.com/@ietrust



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