



# Midday Supervisor

## St James Church of England Academy



St James Church of England Academy  
Barbridge Road  
Bulkington  
CV12 9PF

**Midday Supervisor**  
6.25hrs per week  
*Scale B, Grade Point 2 £3,557*

***Together, pursuing life in all its fullness***

# Midday Supervisory Assistant

## About the Role

The Trust are eager to appoint an enthusiastic Midday Supervisor who is committed to making lunchtimes a safe and pleasurable experience for all pupils. If you can communicate well with colleagues and pupils, respond to unforeseen circumstances whilst maintaining a level of calm as well as be creative and resourceful you could be exactly what we are looking for!

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 organisation and contribute to its development and growth plans
- Salary will be commensurate with the role (Grade B, SCP 2-3, £3,557pa)
- Eligibility to join the local government 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 Jane Cook, Headteacher, for an informal discussion about the post.

Completed applications and supporting documents should be submitted via MyNewTerm where you will also find the closing date for the vacancy.

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.

Interviews will take place as soon as possible after the closing date.

# Job Description

## KEY PURPOSE

To supervise pupils in designated areas of the school during the midday break and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.

## ACCOUNTABILITIES

The appointee will be line managed by the Headteacher.

## PRINCIPAL RESPONSIBILITIES

Each Midday Supervisor will be allocated areas and children for whom (s)he will be responsible each day. This could vary from week to week on a rota basis. Although the area will be divided so that each supervisory assistant looks after a specific group or area each day (s)he must be prepared to accept a variation if any emergency calls another Midday Supervisor away.

The main areas of work responsibility will be the dining areas and the playground or areas of the school used during the dinner break, including areas where the children wait or queue for their meal. A good standard of behaviour is needed, and it is important that this should be maintained throughout the dinner period which should be a pleasant experience for all concerned. The midday Supervisor must act as a responsible caring adult with the health, safety and welfare of the children always in mind, must show conduct which commands respect and must see that the children always behave sensibly and quietly.

The Midday Supervisor must be aware of how to access first aid equipment and the telephone, and of fire evacuation procedures in the event of it not being possible to contact the Headteacher or Deputy Headteacher. (S)he must read and be compliant with all school policies on safeguarding, child protection, health & safety and behaviour.

## SPECIFIC RESPONSIBILITIES INCLUDE

These will be allocated by the Headteacher and Senior Midday Supervisor

## GENERAL DUTIES AND RESPONSIBILITIES

- Control queues to dining areas
- See that the overall arrangement of children to dine promotes an orderly and pleasant meals service
- Ensure that spillage is removed quickly
- Assist pupils, where necessary, with proper use of cutlery, drinking facilities or other aspects of their midday meal
- Encourage children to leave their table clean
- Ensure the dining areas are left clean and tidy

- Arrange your supervision so that you move around amongst the children within the area you are covering
- Ensure acceptable standards of behaviour are maintained
- Engage the children in activities once the meal service is over
- Regularly rotate activities on offer to the children
- Promote the inclusion of all pupils
- Ensure all pupils return to their classrooms at the end of lunchtime
- Ensure the health, safety and welfare of pupils is always maintained
- Provide comfort and immediate care in case of minor accidents, and report serious incidents to the appropriate person for action
- Deal with immediate problems or emergencies in accordance with the academy's policies and procedures
- Respect the confidentiality of sensitive information divulged by staff, parents/carers and pupils
- Always maintain confidentiality and to observe Data Protection guidelines
- Contribute to the overall ethos, aims and works of the school
- To understand and comply with the schools and local authority child protection policies and guidelines
- Participate in appropriate school-based meetings and training activities
- Review and develop own professional practice by attending relevant courses and provide feedback to colleagues
- Carrying out any other instructions given by the Senior Midday Supervisor and/or Senior Leadership Team

## **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
<b>Professional Skills, Experience and Knowledge</b>						
1	Knowledge and understanding of managing the behaviour of groups of children	√		√	√	
2	Will be able to work as part of a group and as an individual	√		√	√	
3	Inspire trust and confidence in children	√		√	√	
4	Encourage high standards of behaviour at all times	√		√	√	
5	Liaise with colleagues, visitors or parents in a professional manner; observe boundaries of the role, and respect confidential information	√		√	√	
6	Initiate games and activities appropriate to the age of the children	√		√	√	
7	Relate to children on their level	√		√	√	
8	Current First Aid Qualification		√	√	√	
9	Working with groups of children on a voluntary or aid basis		√	√	√	
10	Knowledge and understanding of the value of constructive play opportunities		√	√	√	
11	Can communicate effectively (both orally and in writing) to an appropriate standard	√		√	√	
12	Recognise behaviour giving cause for concern, and inform teaching staff	√		√	√	
13	Teach play activities to other Midday Supervisors		√	√	√	
<b>Personal Qualities</b>						
1	Calm under pressure	√		√	√	√
2	Empathetic	√		√	√	√
3	Ability to communicate well with staff and children	√		√	√	√
4	Creative and Resourceful	√		√	√	√
5	Tolerant	√		√	√	√

# Our Academies



**St Laurence's CofE Primary School**  
Old Church Road  
Coventry  
CV6 7ED



**St Bartholomew's CofE Academy**  
Bredon Avenue, Coventry  
CV3 2LP



**Queens CofE Academy**  
Bentley Road  
Nuneaton  
CV11 5LR



**Stretton CofE Academy**  
Stretton Avenue  
Coventry  
CV3 3AE



**St James CofE Academy**  
Barbridge Road  
Bulkington, Bedworth  
CV12 9PF



**Harris CofE Academy**  
Harris Drive  
Overslade Lane, Rugby  
CV22 6EA



**St Nicolas CofE Academy**  
Windemere Avenue  
Nuneaton  
CV11 6HJ



**Studley St Mary's CofE Academy**  
New Road, Studley  
B80 7ND



**Central MAT Office**  
The Diocese of Coventry Multi Academy Trust  
c/o St James CofE Academy  
Barbridge Road  
Bulkington, Bedworth  
CV12 9PF



**St John's CofE Academy**  
Winsford Avenue  
Coventry  
CV5 9HZ



**All Saints Bedworth CofE Academy & Nursery**  
Off the Priors, Mitchell Road  
Bedworth  
CV12 9HP



**Dunchurch Boughton CofE Junior Academy**  
Dew Close  
Dunchurch  
CV22 6NE



**St Oswald's CofE Academy**  
Addison Road  
Rugby  
CV22 7DJ



**St Michael's CofE Academy**  
Hazel Grove  
Bedworth  
CV12 9DA



**Leamington Hastings CofE Academy**  
Birdingbury Road, Hill,  
Leamington Hastings, Rugby  
CV23 8EA



**Leigh CofE Academy**  
Plants Hill Crescent  
Tile Hill, Coventry  
CV4 9RQ



**Salford Priors CofE Academy**  
School Road  
Salford Priors, Evesham  
WR11 8XD



**All Saints CofE Academy LW**  
Warwick Road  
Leek Wootton, Warwick  
CV35 7QR



**Burton Green CofE Academy**  
Hob Lane  
Burton Green, Coventry  
CV8 1QB



**Long Itchington CofE Academy**  
Stockton Road  
Long Itchington, Southam  
CV47 9QP



**Southam St James CofE Academy**  
Tollgate Road  
Southam  
CV47 1EE



**Dunchurch Boughton CofE Infant Academy & Nursery**  
School Street  
Dunchurch  
CV22 6PA



**Ryton-on-Dunsmore Provost Williams CofE Academy**  
Sodens Avenue  
Ryton-on-Dunsmore  
CV8 3FF

