



Midday Supervisor
Recruitment Pack
Watermoor C of E Primary School





Dear Applicant,

Thank you for expressing an interest in this role.

The closing date for completed applications is **12 noon, Friday 22nd November.**

Interviews are still to be arranged but are likely to be during the middle of the day on Wednesday 27th November.

To submit your application, please email a completed DGAT application form, available on our website here: <https://www.watermoorprimary-dgat.org.uk/vacancies> to Jackie Ellis, School Business Manager, via finance@watermoor.dgat.org.uk before the closing date.

Yours faithfully,

Lois Smith

Headteacher



The Diocese of Gloucester Academies Trust seek to appoint a Midday Supervisor.

We are seeking an enthusiastic member of staff to join our team at Watermoor. This post is to deliver a safe and efficient lunchtime service and support children through play.

We are looking for a reliable and energetic person who is committed to a team ethos and the safety and well-being of our children. Experience of working with children is desirable but a determination to succeed in the role, work flexibly and with a commitment to our school are key priorities.

This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, and volunteers, to share the same commitment. This position is subject to an enhanced DBS check.

The post is offered at Grade 2, Point 2, pro-rata

This is a part-time post. Working hours will be from 11:45am – 1:15pm, 5 days per week, totalling 7.5 hours per week.

Further details and an application form can be downloaded from the vacancy area of our website or by emailing Jackie Ellis, School Business Manager, via finance@watermoor.dgat.org.uk

If you would like an informal conversation about the role please contact Lois Smith, Headteacher, via 01285 653817

Closing date for applications is **Friday 22nd November**

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Job Description

MIDDAY SUPERVISOR

Hours of Work: To be worked as agreed by the Academy, Monday to Friday.
11.45am – 13.15pm. Some additional hours may be required to attend meetings and training events.

Line Manager: School Business Manager

Purpose of the job

- To supervise and assist children during lunchtimes to ensure a safe and positive environment is maintained and that all children behave in an appropriate manner

Duties and Responsibilities

The duties of the Midday Supervisor will include:

- Carrying out duties in the lunch hall in assisting children with eating lunch
- Promoting the inclusion and acceptance of all children
- Ensuring that the equipment available is used in the classrooms during wet lunchtimes.
- Ensuring that first aid is provided in the case of an accident or illness, seeking appropriate assistance where needed, and that any accident is recorded in line with school processes
- Informing the Head teacher in the case of an accident
- Promoting professional relationships and effective communication between Lunchtime Supervisors whilst engaged in the role
- Escorting pupils around the lunch hall as necessary
- Helping younger pupils at the servery counter and with the proper use of cutlery, and help them cut up their food when necessary
- Assisting pupils with the return of used plates, trays, cutlery and beakers, and with the cleaning of tables when lunch is finished
- Setting out tables and chairs from 11:45am
- Reporting to the class teacher any child whose diet may give rise for concern
- Acting as a play lead in the playground or the classroom, depending on the weather
- Ensuring that children remain within a safe environment, and that they play safely
- Setting suitable behaviour standards in line with school policy, following up any issues with the class teacher daily
- Helping children acquire social skills
- Reporting to the Senior Midday Supervisor any acts that constitute serious infringements of school rules
- Liaising effectively and professionally with staff and teachers as required

- Attending training, as required
- Respecting the confidentiality of all information received, and follow the confidentiality policy
- Ensuring the setting is of a high quality to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development
- Being aware of the high profile of the setting and to uphold its standards at all times
- Actively promoting and support the safeguarding of children and young people in the workplace, ensuring setting policies and procedures are observed at all times

It is the practice of the Diocese of Gloucester Academies trust to review job descriptions annually to ensure that they relate to the role as they are being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the trust in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in any such discussions and implementation.

Person Specification

| | Essential | Desirable |
|---|---|--|
| Experience: | Experience of working with/caring for children or young people. | Experience of behaviour management |
| Knowledge | Knowledge of basic Health and Safety and First Aid. Knowledge of managing children's behaviour and risk taking | Knowledge and understanding of the welfare and social needs of pupils during the lunchtime break |
| Qualifications or Training: | A positive approach to gaining qualifications, and continuous professional development | First Aid qualification Safeguarding training |
| Abilities/skills | Ability to accept instructions and follow procedures, but also use initiative. Effective communication skills. To have the ability to promote good behaviour from the children in your care in a quiet, friendly but firm manner. Consistency and fairness | |
| Personal Qualities & Attributes: | Have good relationships with children and adults To maintain confidentiality Be kind, courteous and caring | |

Background Information

The Diocese of Gloucester Academies Trust (DGAT) is a Multi-Academy Trust established by the Diocesan Board of Education (DBE) in 2012 to serve schools from across the County. There are currently twenty primary and one infant school within the Trust. Twenty of the schools have Church of England schools designation.

The Trust is happy to work with schools that are exploring academy conversion and intends to continue to welcome more schools to our family.

Our vision is to enable all to flourish.

Our vision is rooted in our Christian foundation and our belief that all within our family should experience life in all its fullness.

Our aims are to be:

- Authentically Christian
- Boldly passionate about excellence in learning
- Relentlessly driven in our aspiration for everyone

Our core principles:

- We aspire to be the best we can be in an ever-changing environment - providing opportunities for all to flourish
- Within our DGAT family we cherish everyone as individuals; appreciating and celebrating diversity
- We act with integrity; we are open to challenge and we are reflective about our practice
- We treat everyone with dignity and respect
- Through collaboration, in a nurturing community, we grow, learn and achieve

School is Trust and Trust is School

In order to support the Trust's academies, DGAT provides the following support:

- School Improvement
- Christian Character
- HR and Legal
- Finance and Business
- Premises and Insurance
- Compliance and GDPR