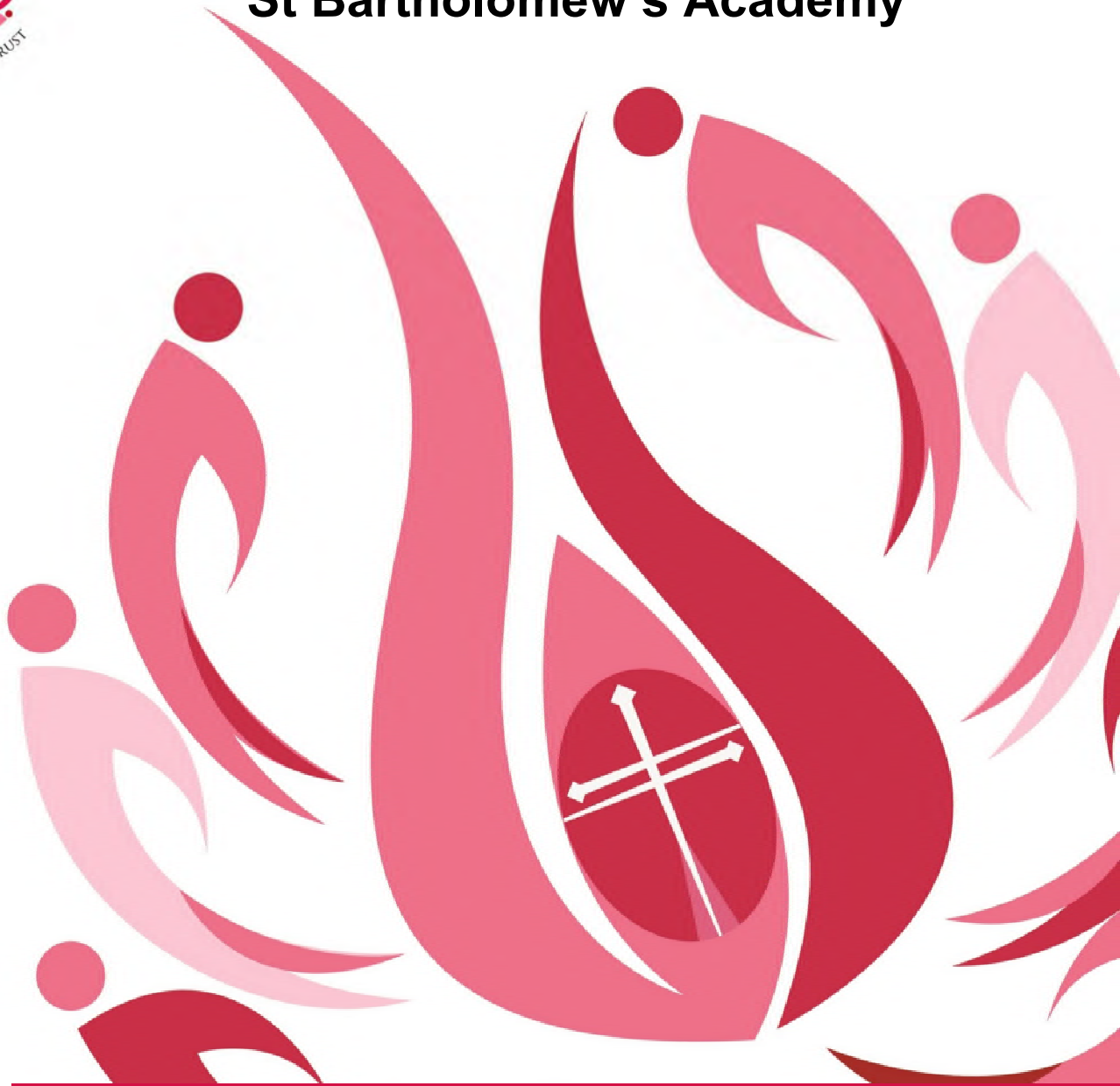




# Midday Supervisor

## St Bartholomew's Academy



School House

Bredon Ave

Binley

Coventry CV3 2LP

**Candidate Information**

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

# Our Trust

Thank you for your interest in joining The Diocese of Coventry Multi Academy Trust, we are delighted to provide you with an application pack. It is hoped that the information provided will be of interest and will help you to begin your journey with us.

The Diocese of Coventry Multi Academy Trust was formed by the Diocese of Coventry in 2013, and is now one of 2,500 Multi Academy Trusts in England. Our children, volunteers and staff come from all faiths and none, and the Diocese remains a key partner in all that we do.

The trust is now home to twenty-two academies spread across the Diocese of Coventry. This scale makes us one of the 100 largest Multi Academy Trusts in the country.

Our vision, “together, pursuing life in all its fullness”, is based on John 10:10 and reflects the Church of England’s vision for education. You will see this come to life in all of our academies every day. We offer a vision of human flourishing for all, one that embraces excellence and academic rigour, but sets them in a wider framework. We offer opportunities for children to realise their God given potential and flourish.



Our strategic plan focuses on five key stakeholder groups and recognises that these groups will flourish together, far better than they will flourish alone. We aim to:

- Support colleagues to flourish
- Support children to flourish
- Support those involved with governance to flourish
- Support families to flourish
- Support the wider church school family to flourish

To work with us, you must aspire to be an outstanding colleague, be prepared to go the extra mile and be comfortable with high levels of accountability for the progress of over 5,000 children. You must be willing to share and learn. You must be kind, and able to support and challenge others in order to help them flourish. Above all else, you must like young people and aspire to make them outstanding citizens.

In return, we offer excellent working conditions, first class professional development, genuine career development and opportunities for growth. All of our teachers are offered membership of the Teachers Pensions Scheme and all support staff are offered membership of the Local Government Pension Scheme.

In short, we believe our Trust has a bright future and are looking for bright people to help us get there.

Thank you once more for your interest in The Diocese of Coventry Multi Academy Trust and in the position available. I hope that this introductory letter has given you a clear sense of our vision and I hope that this pack gives you a feel for what we need. We look forward to hearing from you and exploring your future with us through our selection process.

**Michael Cowland, Chief Executive Officer**

# Our Diocese

The Diocesan Board of Education seeks to serve and equip the church school family in a variety of ways. The Diocesan Director of Education, Reverend April Gold, is supported by a team of highly qualified, experienced and well-regarded professionals who aim to:



- 'be there' for our church school family and act as a central reference point supporting pastorally and professionally;
- facilitate creative and flexible networking between schools;
- promote excellence and distinctiveness within the family of church schools/academies and beyond;
- share best practice collectively;
- provide professional development: for staff at all stages of their career and for governors;
- facilitate collaborative school improvement partnerships through the growth of our six CofE majority MATs;
- support the process of academy conversion;
- promote the establishment of new church schools;
- represent church schools to the wider church, to diocesan groups, in the press, and in public and community debate;
- champion inclusion and equality including advising on admissions policies and managing appeals;
- protect the status of church schools
- and promote the importance and the continuance of the voluntary sector.



*'Our schools are a hugely significant part of the Church family of the Diocese. Seeking to build communities of care and understanding, they witness to God's love for each and every person, and reflect God's desire for the world to be a better place for us all to live in. I believe they are at the heart of the Church's mission to the nation and play a very important role in the life of their own parishes and communities.'*

*As a Diocese, our 76 Church of England schools serve 18,500 children, and their families. The 2000 members of staff and all the volunteers who support, as governors, directors, and other contributors, are seeking to offer both an excellent education and ensure that all our young people have the opportunity to live life to the full. We aim to do this by living, telling and sharing the values of Jesus Christ. Thank you for being willing to share in this journey with us!'*



**Bishop Ruth**

## About the Role

# Midday Supervisor

The Trust is looking to appoint an inspirational and highly effective Midday Supervisor who is committed to supporting the St Bartholomew's 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 per £22,366 annum FTE Actual Salary £3,914
- 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 Julie Chohan our Academy Business Partner directly on [Julie.chohan@covmat.org](mailto:Julie.chohan@covmat.org) for an informal discussion about the post.

Please note the closing date for applications is 23<sup>rd</sup> June 2024. Completed applications and supporting documents should be sent via email to [Julie.chohan@covmat.org](mailto:Julie.chohan@covmat.org)

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 during week commencing TBC

# Job Description

## KEY PURPOSE

Supervise and ensure the safety and well-being of pupils during the lunchtime period.  
Works under the general direction of the SLT or other designated person in charge

## ACCOUNTABILITIES

The appointee will be line managed by Mina Sharma

## PRINCIPAL RESPONSIBILITIES

Supervise toileting and washroom activity

- Escort children to and from dining room
- Supervise collection of meals and assist with use of cutlery
- Assist pupils when returning used plates, trays, cutlery, glasses/beakers and clearing tables
- Supervise pupils eating food brought from home and ensure packed lunch equipment is cleared away
- Supervise classroom and outside activities, encouraging inclusion materials are stored correctly.
- Ensure orderly return to classroom
- Attend to minor accidents or to pupils who become ill
- Report to line manager if accident occurs or if pupil falls ill
- Monitor pupil behaviour, intervening as necessary in accordance with behaviour policy
- Report to line manager any breaches of school rules

## 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 \(www.gov.uk\)](https://www.gov.uk/government/organisations/disclosure-and-barring-service)

**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 |   | Essential | Desirable | Application | Interview Process | References |
|---|---|-----------|-----------|-------------|-------------------|------------|
| <b>Qualifications and Experience</b>              |   |           |           |             |                   |            |
| 1   | Literacy skills (to be able to understand school policies and complete accident book) | Y         |           |             | Y                 |            |
| <b>Professional Experience and Knowledge</b>      |   |           |           |             |                   |            |
| 1   | Previous experience of working with young children                                    | Y         |           | Y           | Y                 | Y          |
| 2   | First Aid experience  |           | Y         |             | Y                 |            |
| <b>Skills and Abilities</b>                       |   |           |           |             |                   |            |
| 1   | Ability to deal with difficult situations calmly and professionally                   | Y         |           |             | Y                 |            |
| 2   | Ability to handle challenging behaviour appropriately                                 | Y         |           |             | Y                 |            |
| 3   | Ability to show empathy   | Y         |           |             | Y                 |            |
| <b>Personal Qualities</b>                         |   |           |           |             |                   |            |
| 1   | Kind, caring and sensitive manner   | Y         |           |             | Y                 | Y          |
| 2   | Positive and enthusiastic   | Y         |           |             | Y                 | Y          |
| 3   | Punctual and a good time keeper   | Y         |           |             | Y                 | Y          |
| 4   | Be aware of cultural differences  | Y         |           |             | Y                 | Y          |
| <b>Other</b>                                      |   |           |           |             |                   |            |
| 1   | Support children with playing positively with each other                              | Y         |           |             | Y                 |            |
| 2   | Undertake training as required for role   | Y         |           |             | Y                 |            |
| 3   |   |           |           |             |                   |            |
| 4   |   |           |           |             |                   |            |

## Our Academies



|   |  |   |   |  |   |
|---|--|---|---|--|---|
|  | <b>St Laurence's CofE Primary School</b><br>Old Church Road<br>Coventry<br>CV6 7ED |  | <b>Central MAT Office</b><br>The Diocese of Coventry Multi Academy Trust<br>c/o St James CofE Academy<br>Barbridge Road<br>Bulkington, Bedworth<br>CV12 9PF |  | <b>Salford Priors CofE Academy</b><br>School Road<br>Salford Priors, Evesham<br>WR11 8XD                |
|  | <b>St Bartholomew's CofE Academy</b><br>Bredon Avenue, Coventry<br>CV3 2LP         |  | <b>St John's CofE Academy</b><br>Winsford Avenue<br>Coventry<br>CV5 9HZ   |  | <b>All Saints CofE Academy LW</b><br>Warwick Road<br>Leek Wootton, Warwick<br>CV35 7QR                  |
|  | <b>Queens CofE Academy</b><br>Bentley Road<br>Nuneaton<br>CV11 5LR                 |  | <b>All Saints Bedworth CofE Academy &amp; Nursery</b><br>Off the Priors, Mitchell Road<br>Bedworth<br>CV12 9HP  |  | <b>Burton Green CofE Academy</b><br>Hob Lane<br>Burton Green, Coventry<br>CV8 1QB                       |
|  | <b>Stretton CofE Academy</b><br>Stretton Avenue<br>Coventry<br>CV3 3AE             |  | <b>Dunchurch Boughton CofE Junior Academy</b><br>Dew Close<br>Dunchurch<br>CV22 6NE   |  | <b>Long Itchington CofE Academy</b><br>Stockton Road<br>Long Itchington, Southam<br>CV47 9QP            |
|  | <b>St James CofE Academy</b><br>Barbridge Road<br>Bulkington, Bedworth<br>CV12 9PF |  | <b>St Oswald's CofE Academy</b><br>Addison Road<br>Rugby<br>CV22 7DJ  |  | <b>Southam St James CofE Academy</b><br>Tollgate Road<br>Southam<br>CV47 1EE                            |
|  | <b>Harris CofE Academy</b><br>Harris Drive<br>Overslade Lane, Rugby<br>CV22 6EA    |  | <b>St Michael's CofE Academy</b><br>Hazel Grove<br>Bedworth<br>CV12 9DA   |  | <b>Dunchurch Boughton CofE Infant Academy &amp; Nursery</b><br>School Street<br>Dunchurch<br>CV22 6PA   |
|  | <b>St Nicolas CofE Academy</b><br>Windemere Avenue<br>Nuneaton<br>CV11 6HJ         |  | <b>Leamington Hastings CofE Academy</b><br>Birlingbury Road, Hill,<br>Leamington Hastings, Rugby<br>CV23 8EA  |  | <b>Ryton-on-Dunsmore Provost Williams CofE Academy</b><br>Sodens Avenue<br>Ryton-on-Dunsmore<br>CV8 3FF |
|  | <b>Studley St Mary's CofE Academy</b><br>New Road, Studley<br>B80 7ND              |  | <b>Leigh CofE Academy</b><br>Plants Hill Crescent<br>Tile Hill, Coventry<br>CV4 9RQ   |  |   |

