



Candidate Information

Midday Supervisor
St James C of E Academy
Scale A1 £2,618.39



About St James

Here at St James', we believe that everyone is loved, this will allow all to flourish and unlock their potential whilst promoting joy in lifelong learning. We will use our faith, God's words and the light he gives to support this.



'The inclusive and distinctive Christian vision in which everyone is loved, is the hallmark of this academy. The vision ensures that everyone's potential is unlocked, enabling all to flourish. Everyone at St James' gains the joy of lifelong learning. The vision and associated values are the driving force for the strategic direction senior leaders endorse. The linchpin of this aspiration for all, is the headteacher, who embodies the vision.' (SIAMS, November 2021)

'Leaders and staff are ambitious for all pupils, including pupils with special educational needs and/or disabilities (SEND).' (OFSTED, March 2022)

'Staff are ambitious for pupils with SEND and make sure that they can access the whole curriculum. They do this by making suitable adaptations to how the curriculum is delivered and by providing effective support.' (OFSTED, March 2022)

About the Multi Academy Trust



The Trust

The Diocese of Coventry Multi Academy Trust Academies are:

- Transformational
- Aspirational
- Sustainable
- Motivational
- Purposeful

They are recognised for their distinctive and inclusive Christian ethos and for the impact this has on raising educational standards. An effective Church Academy will demonstrate its Christian distinctiveness by providing an aspirational and holistic education which enables all children and staff to develop and achieve to their full potential.

Our Vision

Our vision, based on John 10:10, is for every adult, every child and every academy in our trust to come together in order that we may pursue life in all its fullness. We have a vision of building a better future for all within our academies, who in turn will positively impact their communities.

Our Strategic Goals

To achieve our object, mission and vision, we will focus on the following five high-level goals:

- Deliver excellent education;
- Ensure strong and effective governance;
- Build a strong and sustainable infrastructure;
- Become an employer of choice;
- Deliver whole child, family, and community support

About the Role

The Trust is looking to appoint an inspirational and highly effective Midday Supervisor who is committed to supporting the Multi Academy Trust to educational excellence and further developing the distinctive Christian character of educational provision and the school community.

In return we can offer:

- Brilliant students who are proud to be part of St James C of E Academy
- Fantastic and supportive staff, community and governors
- Excellent professional development opportunities
- Employee assistance platform and other benefits
- Close working links and opportunities with other primary schools across the Trust and the Bedworth Consortia of schools

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 School Office at school.office@stjames.covmat.org to make arrangements or call 024 76 313227 to make an appointment to visit.

The post is 6.25 hrs per week, paid over 38 weeks per year for which a salary of £2,618.39 based on a FTE of £18,333 per annum.

Please note the closing date for applications is Friday 25th November 2022. Completed applications and supporting documents should be sent via email alex.saika@covmat.org

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

Midday Supervisor

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 Senior Midday Supervisor.

PRINCIPLE RESPONSIBILITIES DUTIES AND 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 behave at all times sensibly and quietly.

The Midday Supervisor must be aware of how to get access to the first aid equipment and to the telephone, and of the fire evacuation procedures in the event of it not being possible to contact the Senior Midday Supervisor, 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 maintained at all times
 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 schools policies and procedures
 Respect the confidentiality of sensitive information divulged by staff, parents/carers and pupils
 Maintain confidentiality at all times 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 Midday Supervisor 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.

WORKING WEEKS

The post is for 38 weeks per year. This includes all the weeks the pupils attend.

The annual salary includes an allowance for holidays and bank holidays which will be paid in twelve equal amounts.

SPECIAL ATTRIBUTES

Ability to demonstrate an understanding and knowledge of safeguarding and promoting the welfare of children.

Ability to demonstrate behaviours which support the core values of the MAT.

Ability to demonstrate an understanding and knowledge of equality and diversity

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)

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 Headteacher 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
Professional Skills, Experience and knowledge						
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		√	√	√	
Personal Qualities						
1	Calm under pressure	√		√	√	√
2	Empathetic	√		√	√	√
3	Ability to communicate well with staff and children	√		√	√	√
4	Creative and Resourceful	√		√	√	√
5	Tolerant	√		√	√	√
6		√		√	√	√
7		√		√	√	√
8		√		√	√	√
9		√		√	√	√

I **(name)** hereby confirm that I have received a copy of the Job Description for the post of Midday Supervisor

Signed

Date

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 incorporated in 2013 and is one of over 2,700 Multi Academy Trusts in England. Highlighted as a leading diocesan Trust and a model of good practice by the Department for Education in 2016, the trust is now home to nineteen academies spread across the Diocese of Coventry. This scale makes us one of the top 150 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 strategy focuses on five core aims. Among these are the desire to offer an **excellent education** and to be an **employer of choice**. 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 4,000 children. You must be willing to share and learn. 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 for ambitious people, 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 addition, there is a superb package of employment benefits, including access to the Cycle to Work Scheme, membership offers and retail discounts.

We are proud to tell people that an academy has never dropped an Ofsted grade under our management and our most recent SIAMS inspection resulted in an “excellent” judgement. But we are not standing still and you would be joining the trust at an important stage in our development. We are on the verge of another period of growth, we are reviewing our school improvement offer and our central support structure, and our pupil numbers continue to rise.

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, CEO

Our Diocese

Church schools in the Coventry Diocese, work in partnership with their local Church to worship God, make new disciples and transform communities, whilst delivering excellent education. The schools' team at the Diocesan Board of Education support and equip local partnerships between schools, governors, parishes and clergy by:

- 'Championing the role of the Church in Education;
- Protecting and developing the historic Church investment in education;
- Promoting the establishment of new Church schools;
- Enabling Flourishing for all in Church School communities;
- Facilitating creative and flexible partnerships between schools;
- Encouraging collaboration to ensure excellence and distinctiveness across the family of Church schools;
- Supporting the professional development of staff, governors, clergy and church workers;
- Support the process of Academy conversions;
- Providing pastoral support to school leaders and governors

April Gold, Diocesan Director of Education

'I believe that schools 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.

The Diocese is proud of its Church of England Schools which educate about 17,000 children and young people. The headteachers, staff and governors strive to promote the highest quality in everything they do, living and working in the values of Jesus Christ every day. Our schools are a 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 person and reflect God's desire for the world to be a better place for us all to

The distinctiveness and effectiveness as a Church of England school are good

The excellent care and nurture by all staff to enable every child to reach their potential reflects the school's core faith values.

Collective worship is central to the life of the school and because of its relevance supports both children and adults in their faith journeys.

Religious education (RE) contributes effectively to the spiritual, moral, social and cultural development of each child.

Dedicated Christian leadership by staff and governors inspires every person in school to aspire to be the best they can be.



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 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



St Nicolas CofE Academy
Windemere Avenue
Nuneaton
CV11 6HJ



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



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



Central MAT Office
The Diocese of Coventry Multi
Academy Trust
The Benn Education Centre
Craven Road
CV21 3JZ



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



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