

**Candidate Information**  
Midday Supervisor  
St James CE Academy  
Fixed Term until 31.8.2021

# About the Multi Academy Trust (MAT)



## The MAT

The Diocese of Coventry MAT 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

To build a better future for all within our Academies who in turn will positively impact on their communities.

Our aspirational and measurable outcomes are:

- Every lesson to be good or better
- Every child expected to make progress at least, and for many, above national expectations
- Every Academy to be well led and governed
- All teachers motivated to self-improve and aspire to excellence
- All academies to be judged good or better at Section 48 inspections

## About the Role

The trust is looking to appoint an inspirational and highly effective Midday Supervisor who is committed to contributing to St James CE Academy to supervise and ensure the safety and well-being of pupils during the lunchtime period

The academy opened in April 2014 and achieved an Ofsted judgment of 'Good' in January 2017. The successful candidate will have the opportunity to work with the leadership team and wider MAT team to develop the academy further.

## Applications

Thank you for your interest in this post. Candidates are welcome to visit the school. Please contact Carole James on 02476 313227 to make arrangements

Please note the closing date for applications is **Midnight Wednesday 30<sup>th</sup> September 2020.**

Completed applications and supporting documents should be sent via email to [carole.james@stjames.covm.t.org](mailto:carole.james@stjames.covm.t.org) or posted to Carole James, School Business Manager, St James CE Academy, Barbridge Road, Bulkington, Bedworth, CV12 9PF

# 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, Canon Linda Wainscot, 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 careers and for governors;
- Support the development of flexible partnerships;
- Promote the establishment of new church schools;
- Support the process of Academy conversions;
- Work in partnership with schools and other agencies to effect school improvement;
- Represent church schools to the wider church, to diocesan groups, in the press and in the public and community debate
- Ensure equality of opportunity including managing Admission Appeals;
- Protect the status of church schools and promote the importance and the continuation of the voluntary sector

**Linda Wainscot, DDE**

'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 live in.'

**Bishop Christopher**

The headteacher is described as a breath of fresh air. Both the headteacher and RE and worship coordinator have been involved in the Church School Leadership Programme and the insights from this are helping to ensure that Christian distinctiveness is at the heart of the school's improvement strategies. The school prides itself on its inclusive and respectful Christian practice. There have been no exclusions and absences are rigorously followed up. The headteacher focuses on the positive and empowers staff and children to achieve their best. Collective worship permeates the life of the school and is enjoyed and valued by all learners and staff. Themes focus on Christian values and are usually led by staff, clergy and other external presenters. Children refer to how the current value of service as well as other values of friendship; creativity and peace help them become better people. Worship teaches children about major events in the Anglican year and helps them understand about issues both around the world and locally.

**SIAMS March 2015**

# Our Academies



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



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



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



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



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



**Leamington Academy, B**  
Leamington  
CV23 8EA



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



**Leigh CofE**  
Plants Hill Church  
Tile Hill, Coventry  
CV4 9RQ



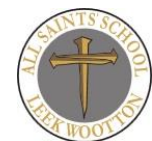
**St James CofE Academy**  
Barbridge Road  
Bulkington, Bedworth  
CV12 9PF



**Salford Priors**  
School Road  
Salford Priors  
WR11 8XD



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



**All Saints C**  
Warwick Road  
Leek Wootton  
CV35 7QR

Joining March 2018



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



Joining March 2018

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



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



Joining Shortly

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



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



Joining Shortly

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



**Central MAT Office**  
The Diocese of Coventry Multi Academy Trust  
The Benn Education Centre  
Claremont Road  
Rugby, CV21 3LU

# Job Title    Midday Supervisor

## Job Description

### CORE PURPOSE

Supervise and ensure the safety and well-being of pupils during the lunchtime period.

Works under the general direction of the designated person in charge.

### PRINCIPLE 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  
Ensure orderly return to classroom  
Attend to minor accidents or to pupils who become ill  
Monitor pupil behaviour, intervening as necessary in accordance with behaviour policy

### QUALIFICATIONS / TRAINING AND LIKELY ABILITIES

Literacy skills to be able to understand school policies and complete accident book

Be able to understand, comply and work within policies: e.g. school behaviour policy, child protection policy, health and safety, confidentiality and other school rules

Be aware of cultural differences

### DEVELOPING SELF AND WORKING WITH OTHERS

Effective relationships and communication are important in a school role and you will be expected to manage yourself and your relationships well. Through professional reviews and effective continuing professional development practice you will be expected to achieve high standards. You will be committed to

your own continuing professional development.

This will include:

- Valuing people and treating them fairly, equitably and with dignity and respect to create and maintain a positive school culture in accordance with the Christian beliefs underpinning the school.
- Ensuring own CPD includes developments in education.
- Develop and maintain a culture of high expectations for self.
- Regularly reviewing own practice, setting personal targets and taking responsibility for own personal development.
- Managing own workload to allow for reflection and an appropriate work/life balance.
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## **KEY ORGANISATIONAL ACTIVITIES**

The post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the school's Equal Opportunities framework.
- Commitment and contribution to improving standards for pupils as appropriate.
- Contributing to the maintenance of a caring and stimulating environment for pupils.

## **SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST**

As part of the Diocese of Coventry Multi Academy Trust the teaching assistant 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**

Schools exist in a distinctive social context, which has a direct impact on what happens inside the school. School 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 schools. 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 racial and other prejudice and dealing with racial harassment.
- 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.



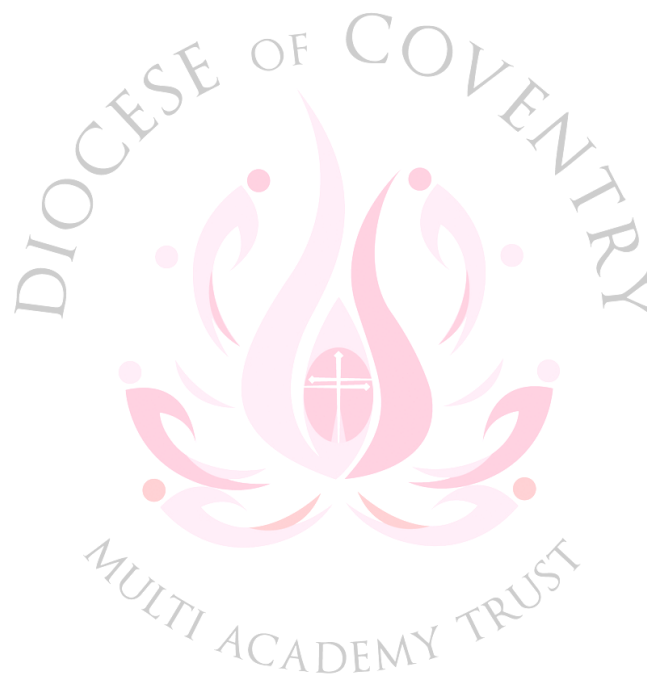
## **SAFEGUARDING CHILDREN AND SAFER RECRUITMENT**

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The teaching assistant plays a role in this within the school and the post is subject to enhanced DBS disclosure, prohibition and disqualification checks.

St James CE Academy will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment and adopted by the governing body 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.

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 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		Measured By				
		Essential	Desirable	Application	Interview Process	References
<b>Qualifications and Training</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

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

Signed .....

Date .....