



Candidate Information

Midday Supervisor

Band B scp 2-3, TTO 38 weeks

Leigh Church of England Academy

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 at all levels;
- Build a strong and sustainable infrastructure;
- Become an employer of choice;
- Drive sustainable growth

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.

Applications

Thank you for your interest in this post. Candidates are welcome to visit the Trust. Please contact the school on 02476 464475 to make arrangements.

Please note the closing date for applications is Sunday 5th February 2023. Completed applications and supporting documents should be sent by email to clusterhr@covmat.org

Interviews will take place
TBC

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 eighteen 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

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

Senior leaders, staff and governors lead by example in expounding Christian values, ensuring pupils are loved, motivated and feel respected. Distinctive Christian values including forgiveness, peace, trust and hope are absorbed into the life of this fully inclusive school. Together with the Leigh Personal Qualities the values foster very positive relationships between all members of the school community. Consequently, pupils learn in a safe and secure environment where they are taught to reflect on their own attitudes and conduct. **SIAMS 2016**

'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



Our Academies



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



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



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



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



Queens CofE Academy
Bentley Road
Nuneaton
CV11 5LR



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



Stretton CofE Academy
Stretton Avenue
Coventry
CV3 3AE



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



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



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



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



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



St Nicolas CofE Academy
Windemere Avenue
Nuneaton
CV11 6HJ



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



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



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



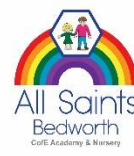
St John's CofE Academy
Winsford Avenue
Coventry
CV5 9HZ



Southam St James CofE Academy
Tollgate Road
Southam
CV47 1EE



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



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

Midday Supervisor

Job Description

Broad Description

Working under the overall supervision of the responsible teacher, supervise and ensure the safety and well-being of pupils during the lunchtime period. The administering of first aid, when needed, to children after receiving the relevant training.

Working collaboratively with the MDS team.

The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year, and it may be subject to modification and amendment at any time after consultation with the post holder.

KEY PURPOSE

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 when clearing tables

Supervise pupils eating food brought from home and ensure packed lunch equipment is cleared away and empty bins

Clean tables between and at the end of sittings

Ensure a safe environment by cleaning up spillages

Supervise classroom and outside activities, encouraging inclusion

The administering of first aid, when needed, to children after receiving the relevant training

Ensure orderly return to classroom

Attend to pupils who have minor accidents or become ill

Report to Supervisor if accident occurs or if pupil falls ill

Monitor pupil behaviour, intervening as necessary in accordance with behaviour policy

Report to Supervisor any breaches of school rules

The head teacher may at times request that MDS undertake additional tasks that are commensurate with the post and grading of their role

PRINCIPLE RESPONSIBILITIES

Broad Description

The post has some impact on the well-being of individuals or groups (ie physical, mental, social, health and safety).

Responsibility for others

The post has impact on the well-being of individuals or groups (i.e. physical, mental, social, health and safety).

Responsibility for staff

The post has limited direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

Responsibility for budget

The post has no direct responsibility for financial resources other than occasionally handling small amounts of cash, processing cheques, invoices etc.

Responsibility for physical resources

The post has limited (or no) direct responsibility for physical resources, other than the handling and careful use of equipment.

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

GENERAL

Ensure the implementation of policies and procedures that support, safeguard and promote the welfare of children and young people

To undertake training and development as agreed with the line manager

This Job Description and Person Specification reflect the duties of the post as they exist at this time and may be subject to change based on the needs of the Academy. The post-holder may be required to undertake other duties commensurate with the role from time to time as required.

Person Specification

Personal Qualities, Qualifications and Experience		Measured By				
		Essential	Desirable	Application	Interview Process	References
Qualifications and Experience						
1	Literacy skills (to be able to understand school policies and complete accident book)	Y			Y	
Professional Experience and Knowledge						
1	Previous experience of working with young children	Y		Y	Y	Y
2	First Aid experience		Y		Y	
Skills and Abilities						
1	Ability to deal with difficult situations calmly and professionally Y Y	Y			Y	
2	Ability to handle challenging behaviour appropriately	Y			Y	
3	Ability to show empathy	Y			Y	
Personal Qualities						
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 **(name)** hereby confirm that I have received a copy of the Job Description for the post of **Midday Supervisor**.

Signed

Date