



THE DIOCESE  
OF GLOUCESTER  
ACADEMIES TRUST  
*unlocking potential*



Midday Supervisor

Recruitment Pack

St Mary's CEVA Primary School





Dear Applicant,

Thank you for your interest in a Midday Supervisor position at St. Mary's CE Primary School, Tetbury, Gloucestershire.

We are delighted you are interested in this vacancy at our school and would be very pleased to answer any questions you may have.

St. Mary's is a two-form entry Church of England Primary School and is the only school serving the town of Tetbury. Situated in the heart of the town, we enjoy the full support of our community and families. We are a happy and thriving school and our pupils are eager to learn and full of fun and energy and our staff make up a friendly, supportive and welcoming team.

The closing date for completed applications is midday day on **5<sup>th</sup> March 2024**. Interview dates are still to be confirmed.

To submit your application please email the completed form to [bursar@st-marys-tetbury.gloucs.sch.uk](mailto:bursar@st-marys-tetbury.gloucs.sch.uk) before the closing date.

Yours faithfully.

*Jo Woolley*

Headteacher



The Diocese of Gloucester Academies Trust seek to appoint a

### **Midday Supervisor**

We are seeking a capable and enthusiastic Midday Supervisor support our children at lunchtime.

The ideal candidate would be someone who:

- has recent experience of engaging positively with children;
- has an ability to establish positive expectations of pupils' behaviour and a sensitivity to pupils' personal needs;
- is able to motivate and encourage the pupils in active, caring play;
- is calm, patient and adaptable;
- has good communication skills;
- is able to support the Christian ethos of the school.

We can offer you:

- a role within a nurturing, caring and supporting school.
- an experienced team of professionals to provide support and advice.
- a school which makes informed decisions supported by Christian values.
- a position within a thriving, forward thinking trust.
- professional development opportunities.
- employee wellbeing assistance.

The post is paid at Grade 2 – Point 2 to Point 3 (depending upon experience), annual salary up to £4,080. This is a part-time, permanent post for 1.5 hours a day (5 hours a week).

If you would like an informal conversation about the role please contact Mrs Woolley on 01666 502275 or email [admin@st-marys-tetbury.gloucs.sch.uk](mailto:admin@st-marys-tetbury.gloucs.sch.uk). Closing date for applications is 5<sup>th</sup> March 2024.

The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate.

## Job Description

**Job Title:** Midday Supervisor

**Responsible to:** Senior Midday Supervisor and Deputy Head

**Line Management:** Deputy Head

**Contract Type:** Permanent

### Overall purpose of this post

To work under the guidance of Senior Midday Supervisor and Deputy Head to be responsible for the direct supervision, safety and welfare of pupils on school premises during the midday break period.

Work may be carried out in the dining hall, on the school field and playground or in a classroom (in the event of a wet lunchtime).

### Support for pupil/s

- Supervise the children whilst they have their lunch: sorting out problems, clearing spillages, helping the youngest children to learn and become comfortable with the routine, ensuring children tidy up after themselves and checking that children with sandwiches put their belongings back in their lunchboxes.
- Wipe down of all tables and chairs after the meals so that they are clean, hygienic and ready for use again. Cleaning of the hall floor ready for use in the afternoon.
- Safely stack all tables and chairs in the hall store, ensuring that they are not a hazard to others entering the store room.
- Supervise the entry and exit of children into and out of the dining room and their behaviour in it.
- Encourage the establishment of good eating habits and acceptable table behaviour, including the training for young children in the proper use of knives/forks/spoons and air-line tray service method.

- Be supportive and encourage pupils, in particular, new intake and infants, with regard to eating the meals provided. To bring to the attention of the Teacher and/or the Headteacher any particular problems with regard to individual pupils etc.
- Supervise pupils returning trays, cutlery and beakers to clearing points.
- Supervise the children in the playground and on the field or, on wet days, in the classrooms.
- Ensure that children who want to read or play quiet games have the space and freedom to do so.
- Undertake First Aid training and then administer First Aid as required.
- Report strangers on the grounds or loitering near the school gates.
- Safeguard the children's health and safety. Do not let them do things that could expose them to danger.
- Maintain good discipline as described in school Behavior Policy: praising good behavior and giving positive reinforcement of the benefits of good behavior, emphasizing that bad language, violence and bullying are not acceptable: employing a positive attitude and using the sanctions as described in the policy.
- Escort pupils who have been sick or are soiled to a member of the teaching staff. MSDAs are not responsible for the clearing up in such instances.
- Inform class teachers and Headteacher of exceptional or persistent good or bad behavior.
- Encourage positive and constructive play by suggesting games that the children could play. These often will be traditional, such as jacks, hopscotch, football, catch what's the time etc. This may entail giving instruction on how to play them. Discourage negative and violent games such as pretend fighting.



## Other

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Take part in the school's Performance Management process.

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

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 then 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 such discussions and implementation.



## Person Specification

	Essential	Desirable
<b>Personal Values</b>		
Committed to actively promoting the Christian ethos and values of the academy	X	
Committed to the Academy vision	X	
<b>Qualifications</b>		
Child protection training		X
First aid training		X
<b>Experience</b>		
Recent experience of engaging with children.	X	
<b>Aptitudes and Abilities</b>		
Ability to establish positive expectations of pupils' behaviour and a sensitivity to pupils' personal needs.	X	
Awareness of school policies and procedures.		X
Good interpersonal skills.	X	
Ability to manage some challenging behaviour from pupils.		X
Ability to work as a team and under own initiative.	X	
Ability to handle confidential information with discretion.	X	
Willingness to participate in wider school life. e.g. school trips.	X	



**Personal Qualities**

- Friendly and approachable with good communication skills X
- Well-motivated with the ability to use his/her own initiative X
  
- Flexible and co-operative team worker X
- Reliable and punctual X
  
- Confident in dealing with a children and adults X
- Professional and honest X

**Additional Requirements**

- A DBS will be required prior to appointment X
- Good health and attendance record X
  
- Excellent and unequivocal references X
- Current driving licence and personal transport X



## **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-one primary/infant schools within the Trust.

### **The vision and ethos of the Trust**

The vision of the Diocese of Gloucester Academies Trust (DGAT) is to provide children of all faiths and none with excellent educational provision which transforms lives within a caring and supportive Christian ethos.

In achieving this vision, DGAT works with academies which realise the benefits of a collaborative approach to sustaining and developing excellent educational provision. The Trust has therefore adopted a collegiate approach to developing communities of learning, designing flexible models of working which fully utilise the expertise which exists within its schools and in its centrally employed staff. It is an expectation of the Trust that all DGAT academies will play an active role in sharing best practice and learning from one-another, as well as being outward facing and engaging with the wider local and national educational agenda.

The ultimate aim of the Trust is to build sufficient capacity within its academies to be self-supporting in order to be fully responsible and accountable for transforming pupil outcomes.

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