

Midday Supervisor’s

Recruitment Pack

Hardwicke Parochial Primary Academy

Dear Applicant,

The closing date for completed applications is **16th** **December 2022.** Interviews are scheduled to take place as soon as possible,

To submit your application please email the completed form to admin@hardwicke.gloucs.sch.uk before the closing date.

Yours faithfully

Mrs Lisa Harford

The Diocese of Gloucester Academies Trust seek to appoint a

**Midday Supervisor**

The post is offered as a salary of £20441 - £20812 pro rata

This is a part-time post for 8.75 hours a week

Further details and an application form can be downloaded from the vacancy area of our website.

If you would like an informal conversation about the role please contact Mrs Lisa Harford or Miss Jen Thomas **on 01452 7205838 or email admin@hardwicke.gloucs.sch.uk**

**Closing date for applications is 16th December 2022.**

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.

Candidate should refer to our school website for our approaches to safeguarding and child protection:

Our Child Protection and Safeguarding Policy

Staff Code of Conduct

Safer Recruitment Policy including appointment of ex-offenders

The Trust also requires consent from applicants to carry out online searches of publicly available information, including media, prior to interview.

**Job Description**

**Job Title:** **Midday Supervisor**

**Responsible to:** Mrs Lisa Harford/Miss Jen Thomas

**Line Management:** Mrs Louisa Iannetta

**Contract Type:** Permanent – 8.75hours p/w

**Overall Purpose of this post**

To ensure the safety, general welfare and conduct of pupils during the midday break period. Assistance is also given to school and catering staff with basic cleaning and general duties in and around dining areas.

**Duties and Responsibilities**

1. 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.

2. To establish safe and appropriate behaviour by effective intervention or referral to senior staff.

3. To supervise the movement of pupils to and from dining areas, including any personal hygiene requirements.

4. To maintain good order in dining areas.

5. To assist pupils, where necessary, with the collection of food and return of trays, or other items to the service counter.

6. To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.

7. To assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate.

8. To assist in the setting up and removal of furniture.

9. To take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.

10. To report any unauthorised visitors on school premises.

11. To complete any documentation (electronically) required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required.

**Other**

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. [to change as appropriate]

**Person Specification**

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| --- | --- | --- |
|   | **Essential** | **Desirable** |
| **Personal Values**  |  |  |
| Committed to actively promoting the Christian ethos and values of the academy  | X |  |
| Committed to the Academy vision | X |  |
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| **Qualifications/Experience** No formal qualifications or previous experience is required but the ability to establish positive expectations of pupil behaviour, good relationships with staff and pupils, and a sensitivity to pupils' personal needs is important. |  |  |
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| **Personal Qualities** |  |  |
| Friendly and approachable  | X |  |
| Well-motivated with the ability to use his/her own initiative | X |  |
| Flexible and co-operative team worker | X |  |
| Reliable and punctual  | X |  |
| Able to work efficiently and under pressure | X |  |
| Professional and honest | X |  |
| **Additional Requirements**  |  |  |
| A DBS will be required prior to appointment | X |  |
| Good health and attendance record  | 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 current fourteen primary and one infant school within the Trust. Fourteen of the fifteen academies have religious designation as Church of England schools.

The Trust is currently working with a number of schools who are exploring academy conversion. It is therefore anticipated that the Trust will grow in number during 2018 / 2019.

**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 theTrust 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