



THE DIOCESE
OF GLOUCESTER
ACADEMIES TRUST
unlocking potential



Midday Supervisor

Recruitment Pack

Winchcombe Abbey CofE Primary School





Dear Applicant,

Information for Midday Supervisor position

Thank you for expressing an interest in applying for the position of Midday Supervisor at Winchcombe Abbey CE Primary School. We hope that this information will prove helpful to you in applying for the post.

Winchcombe Abbey CE Primary is I.5 form entry School Our website will give you more information about our school and a flavour of what we are like. You can access it by logging on to: www.winchcombe-pri.gloucs.sch.uk

We are seeking an enthusiastic team player to become immersed in our whole school community. We have a strong reputation for our inclusive approach to learning and form lasting relationships with our families and wider community. We are proud of our ambitious curriculum, which has been designed to respond to the interests and needs of our children.

- Could you uphold our Christian Vision and values?
- Do you have the energy and drive to support children in their play?
- Do you have high expectations of the children in your care?
- Do you have the skills to work as part of a highly motivated team?

We can offer:

- A happy and successful Christian School
- Motivated pupils with excellent standards of behaviour
- A supportive and challenging multi academy trust
- A highly motivated, successful and caring staff team

To submit your application, please e-mail the completed form (available from our website) to the Head teacher, Mrs Sally Johnson on admin@win.dgat.org.uk.

Please note C.V's will not be accepted.

Interviews are scheduled to take place on: TBC

Start date: ASAP

I look forward to reading your application.

Yours sincerely

Head teacher



The Diocese of Gloucester Academies Trust seek to appoint a

MIDDAY SUPERVISOR

Winchcombe Abbey CofE Primary School is looking to appoint 2 Midday Supervisors who will be responsible for the direct supervision, safety and welfare of students during the lunchtime period.

The post is offered as a salary of: Grade 2 (SCP points 2-3 £22366-£22737 pro rata per annum) term time only.

This is a part-time post for 7.5 hours a week. **Hours of work Monday to Friday 11:45am – 13:15pm.**

If this sounds exciting, further details and an application form can be downloaded from the vacancy area of our website www.winchcombe-pri.gloucs.sch.uk

If you would like an informal conversation about the role please contact Mrs Johnson on 01242 602447 or email admin@win.dgat.org.uk

Completed applications should be sent to the Head teacher – admin@win.dgat.org.uk

We are unable to accept C.V.'s.

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 Leadership Team

Line Management: Deputy Headteacher

Contract Type: this role is for a fixed term commencing as soon as possible and continuing so long as funding is available to the employer to support the post in which you are employed. Funding is initially available for a fixed term period to 31st August 2025.

Overall Purpose of this post

To supervise and ensure the safety of the children throughout the lunchtime period both inside the school and all play areas. To encourage children to treat each other with respect and follow the school's behaviour policy and Christian values at all times.

Main Duties / Responsibilities:

- Perform duties as part of the lunchtime team under the direction of the SLT in regards to the supervision of children throughout the lunchtime break
- To encourage the inclusion and acceptance of all children regardless of differences or stages in development
- Attend training courses, as required
- Read all communication sent by the school via email on a weekly basis.
- Ensure all school policies are followed
- Support safeguarding and behaviour procedures within the school, ensuring procedures are followed at all times, reporting any issues to the Class Teacher daily
- Recording safeguarding concerns via CPOMS
- Ensure that first aid is provided in a case of accident or illness and to ensure accidents are recorded and reported to the Class Teacher
- Liaise professionally with all staff within the school at all times

Duties within the hall/playground:

Hall duties	Playground duties
Setting out chairs, tables and ensuring they are appropriately sanitised ready for lunch service.	Transporting children from the lunch hall to the designated play area ensuring children have appropriate wear the weather conditions e.g. coat in colder wet weather or sunhat in warmer conditions.

Escorting pupils to and from the dining hall as required.	Ensuring that the children have suitable play equipment available during the lunch break whether on the playground or in wet play.
Ensuring that the lunchtime timetable and timescales are adhered to so that the lunchtime runs smoothly and on time.	Ensuring play equipment is used a safe manner by all children.
Assisting children to and from the serving counter, ensuring they are in order of lunch choice.	Ensuring the play area is safe and ensure that children play safely.
Directing children back to their tables	Reporting any health and safety issues to the Senior Leadership team.
Ensuring all children receive a lunch.	Helping children play and assisting the children to acquire the correct social skills by promoting inclusion.
Promoting the proper use of tables manners, cutlery and drinks and assisting younger children to cut food where necessary.	Monitoring the playground at all times. Patrolling the entire playground in collaboration with other Midday Supervisors on duty.
Ensuring all children have eaten a sufficient amount of food and a balanced proportion of each food group.	Ensuring that the first aid kit is taken to the designated playground that you are assigned to on a daily basis.
Promoting quiet conversation within the lunch hall.	Ensuring all minor injuries and head bumps are dealt with appropriately and recorded. For all minor head bumps the appropriate form must be completed and handed to the class teacher
Assisting where necessary the return of used plates and cutlery, scraping uneaten food into the bin. Returning cutlery to kitchen staff as required.	Seeking assistance for any major behaviour or first aid issues. Seeking assistance or guidance for any incidents of any nature that cause concern
Being aware of children with allergies and intolerances, reporting any concerns to the Senior Leadership team.	Ensuring a handover of first aid, safeguarding and behaviour issues to the class teacher daily.
Sanitising chairs and tables between phase groups within the hall.	Ensuring all equipment is put away before the end of lunchtime play.
Dealing with behaviour issues and following up with the class teacher daily.	
Cleaning and putting away chairs and tables during and after the lunch service beginning with unused tables and chairs in the final stages of lunch service. Sweeping hall floor and leaving hall clean and tidy for use in the afternoon.	



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.



Person Specification

	Essential	Desirable
Personal Values		
Committed to actively promoting the Christian ethos and values of the academy	X	
Committed to the Academy vision	X	
Qualifications		
Commitment to safeguarding development and training	X	
Safeguarding training		X
First Aid qualifications		X
A positive approach to gaining qualifications, training and continuous professional development		X
Experience		
Experience of interacting with children	X	
Experience in behaviour management		X
Knowledge of basic health and safety and first aid	X	
Knowledge and understanding of the welfare and social needs of pupils during the lunchtime break		X
Ability to accept and follow instructions but also use initiative	X	
Have effective clear and concise communication skills	X	
To have the ability to communicate with children in a friendly, fair but firm manner applying consistency to all children	X	
Previous experience in working within a school or childcare setting		X
Able to respond calmly, quickly and concisely	X	
Personal Qualities		
Friendly and approachable with strong written and oral communication skills	X	
Well-motivated with the ability to use his/her own initiative	X	
Excellent organisational skills and attention to detail	X	
Flexible and co-operative team worker	X	
Reliable and punctual	X	
Able to work efficiently and accurately under pressure and to prioritise tasks	X	
Confident in dealing with a variety of stakeholders	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 and one infant school within the Trust. Twenty-one of the schools have Church of England schools designation.

The Trust is happy to work with schools that are exploring academy conversion and intends to continue to welcome more schools to our family.

Our vision is to enable all to flourish.

Our vision is rooted in our Christian foundation and our belief that all within our family should experience life in all its fullness.

Our aims are to be:

- Authentically Christian
- Boldly passionate about excellence in learning
- Relentlessly driven in our aspiration for everyone

Our core principles:

- We aspire to be the best we can be in an ever-changing environment - providing opportunities for all to flourish
- Within our DGAT family we cherish everyone as individuals; appreciating and celebrating diversity
- We act with integrity; we are open to challenge and we are reflective about our practice
- We treat everyone with dignity and respect
- Through collaboration, in a nurturing community, we grow, learn and achieve

School is Trust and Trust is School

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