



THE DIOCESE
OF GLOUCESTER
ACADEMIES TRUST
unlocking potential



Midday Supervisor

Recruitment Pack

Winchcombe Abbey C of E Primary School



Dear Applicant,

Thank you for your interest in the post of Midday Supervisor, we have two vacancies for this role.

Winchcombe Abbey C of E Primary School is part of a wider family of schools. Originally established in 2012 as one of the first Diocesan Multi-Academy Trusts, The Diocese of Gloucester Academies Trust is now recognised as a successful and growing Trust. There are currently 24 primary schools within the Trust family, including 22 church schools and two community schools.

I hope the information enclosed in this pack, along with the job description and person specification will provide you with a helpful context for this role. You may also find our school website www.winchcombe-pri.gloucs.sch.uk and the Trust website - www.dgat.org.uk - useful sources of information.

If you would like an informal chat to inform your decision about applying for the role I would be pleased to hear from you. I'm sure you will find that we have much to offer. Details of how to contact me can be found on page three of this pack.

The closing date for completed applications is 5th December. Interview date to be confirmed to start work as soon as possible.

To submit your application please email the completed form to Vicki Cowan recruitment@dgat.org.uk before the closing date.

Yours faithfully

Sally Johnson
Headteacher

The Diocese of Gloucester Academies Trust seek to appoint

Midday Supervisors

The Diocese of Gloucester Academies Trust seek to appoint Midday Supervisors to work at Winchcombe Abbey C of E Primary School.

We are looking for caring, flexible, reliable, enthusiastic and hardworking people to join our team as a Midday Supervisor. The midday supervisors are responsible for setting up and clearing away the dining hall. Midday supervisors are required to supervise and ensure the safety of the children throughout the lunchtime period both inside the school and all play areas. Midday supervisors are required 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

The post is offered at Grade 2 (SCP points 2-3) pro-rata per annum, term time only.

This is a part-time post for 7.5 hours per week working for 1 hour 30 minutes per day over lunchtimes Monday-Friday. We have two posts available. One role works from 11.45am-1.15pm and the other role works from 12 noon-1.30pm.

These roles are offered as fixed term contracts until 31st August 2027.

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

Closing date for applications is **5th December**.

Other information that might help you decide if this is the role for you

Usual working days and times:	Monday – Friday lunchtimes
Work environment	Classrooms, Hall, Outside
Dress code:	Casual
Employee benefits:	Free and confidential employee assistance programme available 24/7 High quality professional development – please see the DGAT Continuous Professional Development and Learning Brochure for more information here: https://www.dgat.org.uk/cpdl-and-events A range of clear and supportive policies. An annual wellbeing survey and access to an online wellbeing toolkit.

Please note:

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

All posts are subject to satisfactory references.

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, one junior and two infant schools within the Trust. Twenty-two of the schools have Church of England 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 our family of schools, DGAT provides the following support:

- School Improvement
- Christian Character
- HR and Legal
- Finance and Business
- Premises and Insurance
- Compliance and GDPR
- Governance

Job Description

Job Title:	Midday Supervisor
Responsible to:	Senior Leadership Team
Line Management:	Deputy Headteacher
Contract Type:	Fixed term until 31 st August 2027

Overall purpose of this post

To set up for lunch in the school hall, supervise the children while they eat lunch, supervise and engage with the children in the playground, help tidy the hall after lunch.

Main Responsibilities and Duties

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.

Key responsibilities – Hall duties

- Setting out chairs, tables and ensuring they are appropriately sanitised ready for lunch service.
- Escorting pupils to and from the dining hall as required.
- Ensuring that the lunchtime timetable and timescales are adhered to so that the lunchtime runs smoothly and on time.
- Assisting children to and from the serving counter, ensuring they are in order of lunch choice.
- Directing children back to their tables
- Ensuring all children receive a lunch.
- Promoting the proper use of tables manners, cutlery and drinks and assisting younger children to cut food where necessary.
- Ensuring all children have eaten a sufficient amount of food and a balanced proportion of each food group.
- Promoting quiet conversation within the lunch hall.
- Assisting where necessary the return of used plates and cutlery, scraping uneaten food into the bin. Returning cutlery to kitchen staff as required.

- Being aware of children with allergies and intolerances, reporting any concerns to the Senior Leadership team.
- Sanitising chairs and tables between phase groups within the hall.
- 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.

Key responsibilities – Playground duties

- 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.
- Ensuring that the children have suitable play equipment available during the lunch break whether on the playground or in wet play.
- Ensuring play equipment is used a safe manner by all children.
- Ensuring the play area is safe and ensure that children play safely.
- Reporting any health and safety issues to the Senior Leadership team.
- Helping children play and assisting the children to acquire the correct social skills by promoting inclusion.
- Monitoring the playground at all times.
- Patrolling the entire playground in collaboration with other Midday Supervisors on duty.
- Ensuring that the first aid kit is taken to the designated playground that you are assigned to on a daily basis.
- 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
- Seeking assistance for any major behaviour or first aid issues.
- Seeking assistance or guidance for any incidents of any nature that cause concern
- Ensuring a handover of first aid, safeguarding and behaviour issues to the class teacher daily.
- Ensuring all equipment is put away before the end of lunchtime play.

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 their skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

Diversity, equity, and inclusion are at the core of who we are. Our commitment to these values is central to our vision and to our impact. We know that having varied perspectives that are representative of the communities we serve helps generate better ideas to solve the complex problems of a changing and increasingly diverse world.

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	