

The people behind
the magic.



JOIN OUR TEAM

Mid-Day Supervisor

Salary: Band A (NJC point 2) £3,811 per annum

Hours: Monday to Friday 11.50am – 1.15pm in total 7 hours and 5 minutes per week

Contract: Permanent Term Time only

Closing Date: Wednesday 5th March 2025 at 12noon

Interview: to be confirmed

Start Date: As soon as you are able



Together
Learning Trust

THE SCHOOL



Proud to be Brow!

Visitors often comment that they can feel there's something special about our school from the moment they walk in the door. Bolton Brow is primarily a family school. Generations of our families have attended this school, and they remain 'Proud to be Brow' for the rest of their lives. We are proud to class ourselves as a true school of our community. Our children are truly special, enthusiastic, caring and passionate about their school. They constantly tell us that they love coming to school every day and it was our children who came up with the slogan '**Proud to be Brow!**' which they enjoy shouting at the top of their voices.

Our staff work hard, nurture our children and create an environment which is enjoyable to work in. Just like our children they too are '**Proud to be Brow!**' Our parents and carers are incredibly supportive and appreciative of the work of the school. They also enjoy coming into our school and they are integral in the development of the academy. Our Governing Body are an incredible group of people. They give us all 100% commitment and support. They are extremely ambitious for the children we teach and for the future of our academy.

Watch our welcome video www.boltonbrow.com/welcome



"Leaders, staff and parents are united in their vision that every pupil will succeed at this inclusive and welcoming school. Working together, they ensure that this vision is realised. The community is 'Proud to be Brow'. Leaders' high ambitions ensure that pupils are ready for their next steps in education."

EXPLORE MORE



www.boltonbrow.com



@Proud2bBrow

**- OFSTED REPORT NOVEMBER 2022
BOLTON BROW PRIMARY ACADEMY**



When schools collaborate, incredible things happen.

Together Learning Trust is a thriving local family of schools. By this autumn we will comprise of three secondary schools, two school sixth forms, five primary schools and a special school, inspiring 5800 young people in Calderdale and Kirklees. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. Creativity is the core of our values. Our staff are amazing, in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to excellence that will enable them to thrive.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience and expertise of our staff. Being part of the Trust opens up new opportunities for staff development. The Trust schools work closely together to identify and then implement the best school improvement strategies across its schools. Our aim is to grow great people and talent.

We cherish our staff, support their wellbeing and enable them to flourish. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow, Excel, and Learn Together.**

What could we do, together?

DAVID LORD, CHIEF EXECUTIVE OFFICER



"I believe that the support that schools can provide each other cannot be underestimated. Being part of the Together Learning Trust enables our schools to continue to flourish and develop within a supportive school focused community, where the expertise of those who have a hands-on understanding of our children will lead the way forward."

**- LIZ WOODFIELD, HEADTEACHER,
MELTHAM MOOR PRIMARY SCHOOL**

EXPLORE MORE



www.togetherlearningtrust.co.uk

Together
Learning Trust

THE JOB

Mid-Day Supervisor

We are looking for a friendly, flexible and caring person to join our school, supervising the pupils on the school premises at lunchtime.

We would like you to:

- be positive, with high expectations for children and their behaviour
- has a passion for children's learning and is committed to the safeguarding of all our children
- being proactive at promoting positive play for a calm and purposeful playtime
- be professional and hard working
- have good verbal communication skills in order to liaise with children and other staff members
- has a 'can do' mentality and be able to embrace change

What the role involves in a nutshell:

- Setting up/clearing the dining hall
- Supervise the pupils in the dining hall.
- Supervise pupils indoor & outdoor play and encourage/organise safe play
- Work alongside the kitchen staff

What will you get in return?

- A supportive and forward-thinking Leadership Team
- Fabulous children who are polite, enthusiastic, and eager to learn
- Supportive and committed Staff, Governors, and Parents
- Excellent professional development opportunities
- Automatic enrolment to West Yorkshire Pension fund
- Working as part of a creative and supportive team who want the best for all our children

If our school sounds like a place in which you could really make a difference, then we'd love to tell you more about our wonderful school.

If you would like to have a chat about the role or have any questions, please contact the office on 01422 831031.

JOB DESCRIPTION

Mid-Day Supervisor

Responsible to:	Headteacher
Responsible for:	N/A
Scale/Salary	Band A with NJC SCP of 2.
Contract Terms	Permanent 7 hours 5 minutes per week, Monday to Friday 11.50am to 1.15pm. Term Time only
Main Purpose of the role	To work as part of the mid-day supervisor team to help prepare and supervise eating, social and toilet areas during lunchtime
Main Duties & Responsibilities	<ul style="list-style-type: none">• To prepare the dining area before mealtimes• To assist with supervision of students whilst they queue and take their lunch• To assist with the supervision of students in the school grounds / social / toilet areas• Guide students safely to the appropriate areas during meal and social time• Where required, to assist in the bringing food to, and feeding children unable to feed themselves.• Cleaning up spillages and litter in the dining area during service• Encourage students to leave all areas in a tidy condition.• Clear up the dining areas after service including wiping tables, moving furniture and sweeping the floors.• To undertake the personal care of students including toileting, dressing, sickness, as appropriate.• Checking, supervising and cleaning toilets where necessary and encouraging students to maintain hygiene standards (eg. washing hands after toileting)• To be actively involved and encourage lunchtime games.• Report accidents or other occurrences such as child protection issues immediately to the headteacher• To carry out any other tasks which may reasonably be expected.
Expected Behaviours	<ul style="list-style-type: none">• Undertake other duties and responsibilities of an equivalent nature as may be required by the line manager.• Be able to work collaboratively as part of a team• Develop positive working relationships with colleagues• Communicate clearly, respectfully and professionally with students, parents, colleagues and visitors• Work with his or her line manager to develop and implement a professional development plan• Use feedback and personal reflection to improve his or her own working practices• Where relevant, maintain first aid accreditation• Understand how the role supports the quality of teaching and learning• Retrieve and share the various types of information required by the post holders specific role• Be familiar with all policies and procedures that are relevant for the role• Know where to get help and support, particularly in safeguarding issues• Know the limits of the role and when to refer people or issues elsewhere• Maintain confidentiality at all times• Understand your role in safeguarding and act on any safeguarding issues in accordance with school procedures

	<ul style="list-style-type: none">• Maintain a safe working environment for yourself and others
Other specific duties	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Chief Executive Officer and Headteacher to undertake work of a similar level that is not specified in this job description.</p> <p>This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Chief Executive Officer or Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.</p>
<p>We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.</p>	





Mid-Day Supervisor

To be assessed through application, reference and interview.

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications		
A good general education with pass grades (C/4) in English and Maths		✓
Experience		
Experience of supervising young people		✓
Experience of working in a school environment		✓
Skills and Abilities		
Understanding of the issues associated with Health & Safety		
Hard working and reliable	✓	
Demonstrate good judgement	✓	
Ability to work under pressure	✓	
Able to build relationships with stakeholders (colleagues and students)	✓	
The ability to communicate effectively with a range of audiences.	✓	
Personal Attributes		
Ability to work well with adults and young people	✓	
Understand the importance of safeguarding	✓	
Ability to work individually and as part of a team	✓	
Friendly and approachable	✓	
Awareness of confidentiality / GDPR issues	✓	
Sensitive to the needs of others	✓	

HOW TO APPLY

Say yes to new adventures.

Could we be a good fit for each other? If you'd like a chat about the role, ahead of making a formal application, we'd be delighted to hear from you. Please contact our School Administrator Gail Fawcett via g.fawcett@boltonbrow.tl.school

If you're ready to apply, please complete our online application fully by clicking [here](#) before the deadline.

SAFER RECRUITMENT

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, we will undertake an online public search in line with guidance from the Department for Education and Keeping Children Safe in Education 2024.