

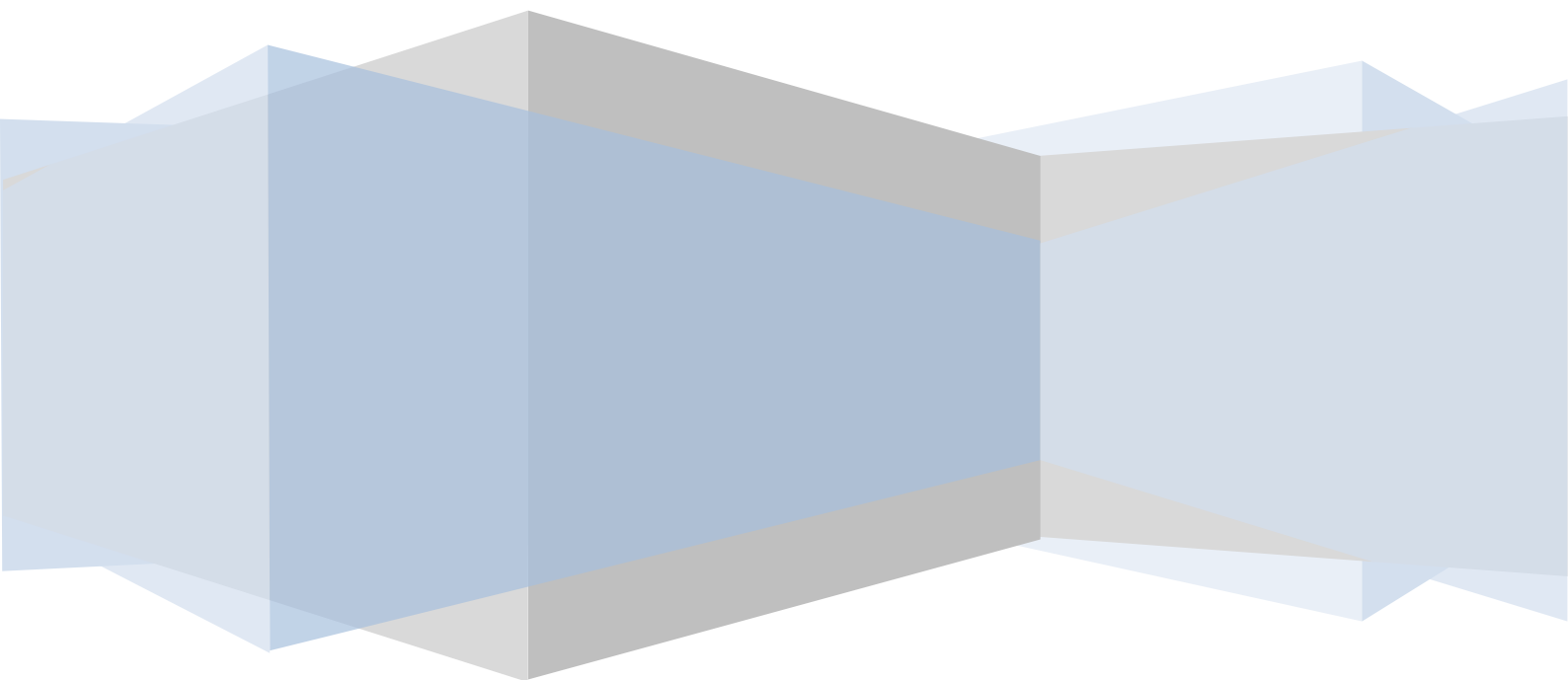
Rye Community Primary School, Part of Aquinas

[www.aquinastrust.org](http://www.aquinastrust.org)

# Application Pack

Midday Supervisor

Required: ASAP



# Midday Supervisor

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Rye Community Primary School is seeking to appoint an enthusiastic, energetic and adaptable Midday Supervisor to join our highly motivated team. We are driven by a pursuit of high academic standards regardless of background and a desire for all pupils to experience an exceptional education. We want every child to grow and flourish in our care.

## **Our ideal candidate will:**

- Have experience, or interest, in working as a Midday Supervisor
- Have experience, or interest, in working with children.
- Have experience, or interest, in enforcing positive behaviour management.
- Have experience, or interest, in working across the curriculum.
- Have good communication skills with the ability to work as part of a team; and
- Have integrity, optimism and a good sense of humour.

## **In return, we offer:**

- A happy community committed to the professional development of all colleagues.
- A distinctive local context ensuring we place inclusivity at the heart of all we do.
- A skilled and experienced team of teachers and other professionals.
- A motivated leadership team leading rapid improvement to the pupils' life chances.
- A school in which the pupils are enthusiastic, engaging and thoughtful.

We would be pleased to welcome you for an informal visit to our college prior to application.

Rye Community Primary School is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.

As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.

## The Application Process and Timetable

### Closing Date

You are invited to submit a letter of application outlining your suitability for the role against the person specification and job description.

- Closing date for applications: **9am Monday 2<sup>nd</sup> February**  
***We reserve the right to withdraw a Vacancy advert, should we find a suitable candidate.***

### Short Listing

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided.

### Interviews

Candidates will be invited for interview.

- Interviews: **To be advised**

### Appointment

All candidates will be contacted following interview.

- Appointment to commence: **ASAP**

### Applying

Please send your letter of application by email to [Aquinas.recruitment@aquinatrust.org](mailto:Aquinas.recruitment@aquinatrust.org).

Alternatively, submit your application to **HR, Rye Community Primary School, The Grove, RYE TN31 7ND.**

Please note a signed copy of your application form will be required prior to interview.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates may have their references taken-up before any interview – unless explicitly requested in your application.

## Job Description

### Details

<b>Remit:</b>	<b>Midday Supervisor (Term time only)</b>
<b>Grade:</b>	<b>Single Status Grade 2, Point 4</b>
<b>FTE Salary:</b>	<b>£24,413.00 p.a.</b>
<b>Pro-rata Salary:</b>	<b>£3,531.42 p.a. Hourly Rate circa £13.01</b>
<b>Hours:</b>	<b>6.25 hours per week, 11:45-13:00 Monday to Friday</b>
<b>Weeks:</b>	<b>39 weeks per year</b>
<b>Contract:</b>	<b>Permanent</b>
<b>Accountable to:</b>	<b>Headteacher</b>

### Key Responsibilities

To supervise and take care of the children during the lunch time in all areas inside and outside of the school.

### Key Tasks

1. To supervise pupils at lunchtime whether indoors or outside in accordance with the instructions of the Headteacher or Senior Midday Supervisory Assistant.
2. To provide positive and firm control by implementing the school discipline/behaviour policy.
3. To encourage play activities.
4. To deal with cases of unruly or unsocial behaviour by pupils where appropriate or report the incident immediately to the Headteacher or his/her nominated representative.
5. To mop up and wipe up spillage from the floor surfaces or meal tables and ensure that the dining area is left in a tidy condition.
6. To ensure that any injury or sickness of pupils is reported immediately to the First Aider or Head of School and the office. (Where appropriate, administer basic first aid and record all details in the first aid book).
7. To clean up after the sickness of children.
8. To check that no pupil remains in outside areas when afternoon lessons are about to begin.
9. To carry out the above duties in accordance with the Trust's Equalities Policy.

### Training

The Trust is committed to the development and progression of all staff. Staff are encouraged to attend training courses appropriate to their own and department's needs. These include external courses, internal workshops, staff meetings and departmental training. The successful candidate may be required to undertake training to fulfil the requirements of the post.

The post holder will be expected to carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

## Safeguarding

All school-based colleagues have the responsibility for promoting the safeguarding and welfare of children. All colleagues should be aware of the college's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

## Variations

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

## Person Specification

[a] KEY SKILLS & ABILITIES	Essential or Desirable
Ability to use language and other communication skills that students can understand and relate to	E
Ability to establish positive relationships with students and empathise with their needs	E
Ability to demonstrate active listening skills	E
Ability to empathise with the needs of children	E
Ability to consistently and effectively implement agreed behaviour management	E
Ability to work effectively and supportively as a member of the school team	E
Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc.	E

[b] EDUCATION & QUALIFICATIONS	Essential or Desirable
NVQ3 in a child-related subject or equivalent	D
A good standard of education particularly in English and Mathematics	E

[c] KNOWLEDGE	Essential or Desirable
A basic knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment	E
Knowledge of the school's behaviour management policy	E

[d] EXPERIENCE	Essential or Desirable
Previous experience of working as a Midday Supervisor or other work involving children.	D
Experience of establishing positive relationships with children	E



[e] PERSONAL ATTRIBUTES		Essential or Desirable
Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge		E
Willingness to maintain confidentiality on all school matters		E

## Health & Safety Functions

This section is to make you aware of any health and safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	
Working with children/vulnerable adults	<b>X</b>
Moving & handling operations	<b>X</b>
Occupational Driving	
Lone Working	
Working at height	
Shift / night work	
Working with hazardous substances	
Using power tools	
Exposure to noise and /or vibration	
Food handling	<b>X</b>
Exposure to blood /body fluids	<b>X</b>