



# Midday Supervisor

**38 weeks (term-time only), permanent**

**5 - 10 hours per week (Monday to Friday; between 11.30am to 1.30pm)**

**SCP D4-D5 Hourly rate £12.64**

**Closing date Sunday 31 August 2025**

**Required ASAP**

Evergreen School is a special school with two purpose-built campuses in Warwick. We have over 280 wonderful children and young people enrolled who are 4 to 19 years old.

We are looking for Midday Supervisors to join our team. We are seeking dedicated team members who shares our vision of putting our children, young people, and their families at the heart of everything we do.

You may have worked in a SEN school previously or have gained your experience of working with children and young people elsewhere.

You may be able to commit to the working 10 hours per week, Monday to Friday, or would prefer to work fewer hours. We can offer flexibility to accommodate your other commitments, such as working 1 or 2 hours per day, or a few days per week.

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure (with child and adult's barred list check). References and online checks will be completed at shortlisting stage.**

## We will offer the successful candidate:



If you feel that you have the personal qualities, experience, commitment and resilience to achieve our visions and aims, please complete the online application form

*\*please note, CV's are not accepted, see attached Recruitment Pack for further information*

<https://www.evergreenschool.co.uk/about-us/vacancies/>

If you would like more information or would prefer a hard copy application form, please phone us on 01926 290444 or email [recruitment7028@welearn365.com](mailto:recruitment7028@welearn365.com)

## About our School

Evergreen School is an all-through community special school across 2 separate campuses in Warwick. We have over 280 children and young people on roll ranging in age from 4 to 19 years old. Although our campuses aren't strictly split by age, our Deansway Campus provides for predominantly primary-aged children and our Brittain Lane Campus provides for secondary-aged children and young people.

We think that Evergreen School is a wonderful and exciting place to be and we know that we have the most incredible children. All of us here are learning all of the time. If you have the very highest standards and expectations for yourself and everyone around you, a passion for learning and developing and believe that working with children and young people is the greatest privilege anyone can ever have, then we think you will love it too.

*"My leadership philosophy centres around growth mindset, where each individual is encouraged and empowered to grow and develop. I want our children and young people to be excited, and most importantly happy turning up to school each day. Our children and young people deserve to have wonderful experiences of the world around them, learn new skills that are being delivered in an innovative way, thrive and be prepared to live in and contribute to their local community, grow as individuals, follow their interests and be the heartbeat of their curriculum. This individualised and tailored approach is the essence of specialist provision." (Nick, Executive Head Teacher)*

Class groups all have a teacher, senior teaching assistant and additional support staff and we have school nurses, and pastoral team that work across the campuses. A multi-disciplinary team including speech and language therapists, physiotherapists, occupational therapists and a wide range of other professionals support the work of the teaching team.

Our pupils benefit from a broad range of educational resources and learning spaces. At our Woodloes Campus, we have a swimming pool which is equipped with a sensory multi-media system, brand new outdoor play area, a soft play room, cookery rooms and sensory room. We also have a fantastic forest school site, and eco project which is a shared provision with the Woodloes Primary School next door. Our secondary campus also has a hydrotherapy pool, gym, music bus, two fantastic forest school spaces, sensory garden and Community Book Café open to the public.

The school has a range of facilities which enable outside professionals to liaise and meet with parents and staff. A variety of clinics are held at the school regularly. We are very well served by computer-driven technology, with large plasma screens and iPads in every classroom. There is high speed broadband internet and Wi-Fi access throughout the school.

We are committed to parental involvement and strive to maintain strong links with families and carers. A home-school communication system is in place via ClassDojo as well as a texting service. The school holds termly parents' evenings, regular workshop sessions and in class learning opportunities alongside the class teams. We have a very active and supportive 'Friends' of the school group (PTA).

**We are committed to Safeguarding and promoting the welfare of those we serve, as well as complying with best practice in the application of safeguarding. Therefore, as this role requires working with children, an enhanced DBS Disclosure will be required as part of the pre-employment checking process, and re-checking will be required when determined by the relevant policy. We will request references at the shortlisting stage. One reference must be from your current employer.**

***We live and breathe our vision of:  
"putting our children, young people and families at the heart of everything we do."***

# Job Description

## Role Profile

Job Title:	<b>Midday Supervisory Assistant</b>		
Salary Grade:	<b>Scale D</b>	JEID	<b>C0011</b>
School:	<b>Evergreen School</b>		
Primary Location:	<b>Evergreen School</b>		
Responsible to:	<b>Assistant Headteacher / Head of School</b>		
Responsible for:	<b>n/r</b>		
Purpose of Role	To supervise and ensure the safety and well-being of pupils during the lunchtime period (this includes dining and lunchtime play). Other duties include assisting with toileting and other personal care issues.		
Responsibilities	<ul style="list-style-type: none"> <li>• <b>A duty to comply with the school's Code of Conduct, Child Protection and Safeguarding policies and practices</b></li> </ul> <p><b>In the Dining Area</b></p> <ul style="list-style-type: none"> <li>• Ensure that the personal and individual care and toileting needs of pupils are met. This may include changing nappies and associated moving/handling involved.</li> <li>• Escort pupils to and from dining areas, ensuring information is exchanged with class staff.</li> <li>• Ensure pupils are in the dining room/area at the appropriate time.</li> <li>• Help pupils at the counter, including choice of meal and money (if appropriate).</li> <li>• Assist with the proper use of cutlery and helping cut food as necessary.</li> <li>• Feed pupils with severe physical problems, following training by appropriate professionals.</li> <li>• Assist pupils when returning used plates, trays, cutlery, beakers, etc. and clearing tables etc. when lunch is completed.</li> <li>• Supervise pupils eating food brought from home and ensure packed lunch equipment is cleared away.</li> </ul> <p><b>In School or Playground</b></p> <ul style="list-style-type: none"> <li>• Be responsible for groups of children in the playground or classrooms according to the weather. May include pupils with challenging behaviours and with profound and multiple learning difficulties.</li> <li>• Develop and support lunchtime activities</li> <li>• Attend to minor accidents and complete incident/accident form in consultation with the Supervising Teacher</li> <li>• Attend to pupils who become ill or suffer an epileptic fit</li> <li>• Report to the Supervising Teacher / Class Teacher if accident occurs, pupil falls ill or has an epileptic fit</li> <li>• Report to the Supervising Teacher / Class Teacher any breaches of school rules by pupils (completing incident form as necessary and in consultation with the Supervising Teacher)</li> <li>• Adhere to any behaviour management programmes devised by others.</li> </ul>		

## Person Specification

**The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.** Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

<b>Essential Criteria</b>	<b>Assessed By;</b>
Have a good understanding of children with special educational needs and be able to provide care and support as appropriate	<b>A, I, D</b>
Good communication skills	<b>I</b>
Understanding of and commitment to the safeguarding of children and young adults	<b>A, I</b>
A willingness to be trained to operate special needs machinery, tools (e.g. hoists, certain feeding equipment)	<b>I</b>
Literacy skills to be able to understand school policies and complete accident reporting procedures	<b>A, I</b>
Be able to understand, comply and work within policies: e.g. school behavioural management policy, safeguarding policy, health & safety, confidentiality and other school rules	<b>I, D</b>
Be aware of cultural differences	<b>I</b>
Recognise discrimination and be able to demonstrate an awareness of, and commitment to, Equal Opportunities in service delivery	<b>I</b>
Successful applicant will be subject to a DBS check before the appointment can be confirmed	<b>A, I &amp; D</b>

<b>Desirable Criteria</b>	<b>Assessed By;</b>
Previous midday supervision experience	<b>A, I &amp; D</b>

## Other Professional Requirements

- Undertake training as considered appropriate to the needs of the post
- Undergo staff performance and review scheme interviews as part of continuing professional development
- Any other reasonable duties at the discretion of the Head Teacher or Governors, which are consistent with the basic objectives and/or duties of the post

We are committed to Safeguarding and promoting the welfare of those we serve, as well as complying with best practice in the application of safeguarding. Therefore, as this role requires working with Children, a DBS (enhanced) will be required as part of the pre-employment checking process, and re-checking will be required when determined by the relevant policy.

Please demonstrate how you meet all of the essential criteria provided on the Person Specification and, where appropriate, the desirable criteria, when completing your application form.

When short-listing applicants for interview, the panel will consider the requirements on the person specification.

You are, therefore, advised to ensure that your application form responds to these requirements. All criteria will be assessed initially through your application form, where appropriate.