



MIDDAY SUPERVISOR RECRUITMENT PACK





Thank you for your interest in a career with The Futures Trust. We hope that this recruitment pack provides you with all the information you need to start your journey with us.

The Futures Trust is a growing Trust with four primary schools and five secondary schools located in Coventry, Warwickshire and Leicestershire. We have 8,000 pupils in our schools and over 1,000 colleagues work for the Trust supporting our school community.

The Trust is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

1. Students first

Teachers and leaders totally focused upon the educational benefit of our students.

2. It's about learning

Students, teachers and leaders focused upon developing and improving their learning.

3. No barriers

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

It is an exciting time to join the Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow.

If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring learners achieve their potential and build their own bright future. We look forward to hearing from you.





Camp Hill School is a thriving school that is committed to Building Brighter Futures for all of their students.

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of dedicated professionals who excel in their field to help us on the next phase of our exciting journey.

Rachel Whittingham, Headteacher

JOB TITLE:	MIDDAY SUPERVISOR
OPPORTUNITY:	<p>We are seeking to appoint a Midday Supervisor to be responsible for securing the safety, welfare and good conduct of pupils during the midday break.</p> <p>The successful candidate will have a very positive attitude to the safety, security and wellbeing of all our children at all times, and will be able to recognise when to act on and report any concerns.</p> <p>You will be able to communicate effectively and work calmly under pressure dealing with situations calmly and Efficiently.</p>
REPORTING TO:	Business Manager
LOCATION:	Based at Camp Hill Primary School with a requirement to travel to work at or for schools in the Trust
SALARY:	Grade 1 / Point 2 - £12.38 per hour / £3,411 per annum 6 hours, 15 minutes per week, term time only (38 weeks)
BENEFITS – ENHANCING WORKING LIVES:	<ul style="list-style-type: none"> • Competitive rates of pay • Extensive professional development opportunities across the Trust • Career pathways across the Trust • Local Authority Pension Schemes • Online retail discount • Employee Assistance Programme • Family Friendly policies to support family & carer commitments • Flexible Working Arrangements <p>www.thefuturestrust.org.uk/why-work-for-the-futures-trust</p>

JOB DESCRIPTION



Job Purpose

To be responsible for securing the safety, welfare and good conduct of pupils during the midday break, in accordance with the procedures and practices of the School, and under the direction of the Headteacher and in close co-operation with the Senior Midday Supervisor.

Key requirements

At Camp Hill Primary, we require all Midday Supervisors to have a very positive attitude to the safety, security and wellbeing of all our children at all times, and to be able to recognise when to act on and report any concerns. We expect Midday Supervisors to treat all children with respect, promoting positive behaviour and good manners at all times, and to deal with concerns in a calm, firm but fair manner. Where Midday Supervisors become aware of confidential information relating to pupils whilst carrying out their role, they must maintain confidentiality in accordance with the School's policies and procedures.

Duties and responsibilities

- Supervise pupils in the dining hall, playground areas and School premises, ensuring an acceptable level of order and discipline is maintained and according to the guidelines set by the Headteacher.
- Report any information or concerns regarding the safety of any child sensitively and professionally in accordance with the School's Safeguarding and Child Protection Policy.
- Communicate and cooperate effectively with other members of School staff to ensure the constant safety and security of all children
- Ensure, where appropriate, that pupils have washed their hands prior to lunch and assist them to do so where necessary.
- Assist pupils in the collection of food trays and plates and in serving meals and food where necessary.
- Assist very young or less able pupils in developing eating skills.
- Supervise and assist pupils to return waste food, plates and cutlery to the appropriate points.
- Undertake ancillary duties, including wiping tables, cleaning spillages, eg. food, vomit.
- Act as carer for sick children until appropriate qualified medical assistance is available and/or until a parent or guardian collects the sick child. Keep the Headteacher or nominee informed and maintain records of accidents and first aid given. (Employees must not provide first aid unless qualified to do so.)
- Follow fire and evacuation procedures, and check pupils are safe.
- Put away tables and chairs.

Line management

- The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Midday Supervisor are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

PERSON SPECIFICATION



	Essential Criteria	Desirable Criteria	Measured By
Experience & Qualities	<p>Experience of dealing with children either in a domestic or work environment.</p> <p>An understanding of how to supervise children.</p> <p>Ability to understand children’s behaviour and to respond to their needs in varying circumstances.</p> <p>Understanding of basic issues of hygiene and child safety.</p> <p>Ability to communicate and relate well with children and adults.</p> <p>Ability to act quickly and responsibly in the event of accidents or untoward circumstances.</p> <p>The willingness to ask for help if needed.</p> <p>The ability to work as part of a team.</p> <p>Punctuality and reliability.</p> <p>The ability to use initiative.</p>	Experience of dealing with children in a work environment.	Application & interview
Qualifications & Training	Willing to undertake appropriate training.	<p>Basic first aid training</p> <p>Safeguarding training</p>	Application & interview

HOW TO APPLY



CLOSING DATE:	Thursday 30 January 2025
INTERVIEWS:	w/c Monday 3 February 2025

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team on tel: 02477 102134.

To apply for this post, please download an application form from [HERE](#) and return to recruitmentadmin@thefuturestrust.org.uk

On application please read the following policies found [HERE](#)

- Camp Hill Primary School Child Protection & Safeguarding Policy
- The Futures Trust Safer Recruitment Policy
- The Futures Trust Suitability Policy
- GDPR Privacy Notice for Applicants

The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.