



# Castle Donington College

## Midday Supervisor

38 weeks per annum (Term Time Only)

5 hours per week

Salary information

Start date: ASAP



## Applicant Information



# Castle Donington College

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Dear Applicant,

## **Midday Supervisor**

Thank you for your interest in the post of Midday Supervisor at Castle Donington College. I hope this Information will be of interest to you and I look forward to receiving your completed application.

Castle Donington College is a 11-16 school. We have around 700 pupils on role across five-year groups (Years 7 to 11). The College is situated on the north west edge of Leicestershire on the Leicestershire, Derbyshire, and Nottinghamshire border and within 30 minutes' drive of Nottingham, Derby, Leicester, Loughborough and Burton, being close to the M1 and A50.

In June 2024 we received an Ofsted rating of 'Good' and we are very proud of our community and the pupils we serve. We chose to join the East Midlands Education Trust, a successful and thriving partnership of high achieving schools in January 2022. We have high aspirations for everyone in our community whether pupil or staff. We are therefore seeking to appoint a Midday Supervisor who has a clear desire to contribute to the future success of the College and to support our young people to become the best they can be. The future is exciting, and we invite you to join us on the journey.

All our staff work collaboratively to support each other, share best practice and drive school improvement. In a recent staff survey 100% of respondents said that Castle Donington College was a good place to work. We are committed to a happy, purposeful and secure environment that provides the opportunity for all to grow and develop. Our staff are highly valued, well regarded and fully supported. We can offer a coherent programme of induction and we have a strong commitment to professional development. Your development will be a key priority for us, regardless of your experience.

The job description and person specification will give you further details about what we require. We welcome and encourage prospective candidates to come and visit, to meet our staff and pupils and to experience first-hand the ethos and values of the College. If you believe you have the skills and qualities to help us continue to be successful, then I look forward to receiving your application. Details of how to apply can be found overleaf.

Best wishes,

Vickie Beeby  
Principal

Mount Pleasant, Castle Donington, Derby, DE74 2LN  
T: 01332 810528 Email: [postroom@cdcollege.uk](mailto:postroom@cdcollege.uk)

## Application Information

Appointment of	Midday Supervisor
Contract	Permanent
Hours	5 Hours Per Week
Salary	Scale 1
Closing Date for Applications	28th February 2025
Interview Date	Shortly after closing date
Start Date	ASAP

### To apply:

- Visit East Midlands Education Trust website [www.emet.uk.com/vacancies](http://www.emet.uk.com/vacancies) and complete the online application form
- On the application form, please focus on a detailed 'supporting statement' considering the person specification and indicating why you would be the best person for us to recruit to this position. Set out your experience to date and what you feel you can contribute to the post; include information about your current expertise and experience.

The successful candidate will have to meet the requirements of the person specification in order to be offered the post, will be required to undergo a full enhanced DBS check and must be eligible to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safeguarding checks will be undertaken during the recruitment process and this may include online searches.

We welcome applications regardless of age, gender, ethnicity or religion.

**Please be aware, as the applicant, you are responsible for ensuring your application reaches us before the deadline/closing date. Late applications will not be accepted.**

## Midday Supervisor Job Description

<b>Job Title:</b>	Midday Supervisor	<b>Reporting to</b>	Lead Supervisor
<b>Department:</b>	Supervision Team	<b>Salary Grade</b>	Scale 1
<b>Contract</b>	Permanent	<b>Normal Hours</b>	5 Hours Per Week

### Safer Recruitment Statement

Castle Donington College is committed to safeguarding and promoting the welfare of pupils and young people and expects all staff and volunteers to share this commitment. This post is subject to a number of checks being carried out including References and an Enhanced level check by the Disclosure & Barring Service regarding any previous criminal record.

### Equality Statement

Castle Donington College is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 and the Equality Act 2010 to accommodate a suitable disabled candidate.

### Responsibilities of all Staff:

- To make the education, safety and happiness of the pupils in the College your primary purpose
- To ensure the need to safeguard pupils' well-being is understood and followed in accordance with statutory provisions and in line with College procedures
- To promote the College aims values and ethos and to abide by policies and procedures in all situations
- To maintain high standards of punctuality and attendance
- To act as a role model by demonstrating a professional level of dress, appearance and behaviour
- To treat all members of the College community (staff, pupils, parents, Governors and visitors) with respect and dignity and at all times observe proper boundaries
- To know and always act within the statutory frameworks which set out your professional duties and responsibilities
- To show a tolerance of and respect for the rights and beliefs of others. To ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law and do not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
- To participate and engage fully in relevant college-based meetings and training activities, within contracted hours, including the appraisal process
- To respond speedily and appropriately to parental concerns, as appropriate to the role

### Main purpose of the role

- To promote the college aims, values, codes, policies and procedures in all situations
- Keep themselves and others safe
- Apply the college policies and procedures consistently and appropriately
- Follow guidance regarding confidentiality issues as appropriate
- Participating in relevant school/college-based meetings and training activities within contracted hours
- Personally, and collectively support students in becoming confident individuals, successful learners and responsible citizens
- Respond speedily to parental concerns as appropriate
- Act as role models by demonstrating a professional level of dress, appearance and behaviour
- Treat all colleagues with respect



### Main responsibilities of the role

- Supervise students in the area in which they eat their lunch
- Assist and supervise the clearing away and tidying of the eating area
- Supervise students either inside or outside of the school building when they have finished eating
- Be vigilant as to the health, safety, welfare and security of the students within their care, and in accordance with the College Behaviour policy
- Ensure reasonable behaviour and safe conduct of students by maintaining good order and discipline, dealing as appropriate (including restraint) with all incidents of disorder ensuring that any disruption is minimised
- Attend to accidents in the playground in accordance with the College procedure and guidelines on accidents and their treatment
- Take appropriate independent action to minimise disruption in the event of misconduct as per the College Behaviour policy
- Ensuring pupil's safety at lunch times by ensuring that students stay within the school site and are not in inappropriate parts of the College grounds and/or buildings
- Offering comforts and support for children who are distressed by any situation
- Support students returning to formal lessons/registration time at the end of lunchtime

This job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title.

25<sup>th</sup> November 2024

## Midday Supervisor: Personal Specification

Please note that only applicants who can demonstrate that they can meet the criteria in the person specification are likely to be shortlisted for interview. Applicants should be able to demonstrate how they meet the core criteria relevant to the post:

E= Essential D= Desirable A= Application I= Interview	Criteria Type		Identified By	
	E	D	A	I
<b>Qualifications</b>				
Right to work in the UK	E		A	
Understanding of role regarding safeguarding and child protection	E			I
<b>Experience</b>				
Experience of working in a school or academic environment		D		
Experience of working in a busy environment		D		
Experience in maintaining issues of confidentiality in the working environment	E			
Understanding of the importance of school policies including Safeguarding, Code of Conduct, Health and Safety and Equal Opportunities	E			
Experience of enthusing learners or young people to achieve their goals		D		
Knowledge and understanding of a range of Special Educational Needs		D		
<b>Knowledge &amp; Skills</b>				
Ability to follow and understand instructions and relevant procedures	E			
Well organised	E			
Proven high communication skills	E			
Consistent approach	E			
Ability to work independently on own initiative and as part of a team	E			
Willingness to use authority and maintain discipline with individuals and small groups		D		
Committed to and track record of providing a high standard of service	E			
Clear commitment to the team approach: exchanging ideas and providing support to colleagues	E			
<b>Personal Qualities &amp; Attributes</b>				
A positive outlook, well-motivated, enthusiastic and energetic	E			
Personal warmth, openness and sensitivity	E			
Professional manner and ability to deal with young people	E			
Commitment to own professional development	E			
Work in ways that promote equal opportunities	E			
Self-awareness, empathy, ability to manage feelings, motivation and social skills	E			
The ability to influence and motivate others in a positive way	E			
Commitment to supporting the full life of the school	E			
Excellent health and attendance record	E			
Able to demonstrate resilience, motivation and commitment to driving up standards	E			
<b>In addition to the above, you will have the right to work in the UK and also be expected to demonstrate how you meet the following general criteria:</b>				
<ul style="list-style-type: none"> <li>• Ability to work effectively in a team and relate to all people</li> <li>• Ability to stay focused whilst being able to problem solve and use own initiative as appropriate</li> <li>• Ability to organise, prioritise and complete tasks efficiently and effectively</li> <li>• Ability to communicate effectively and to impart clearly knowledge for the benefit of others</li> <li>• Are flexible, adaptable and have a professional approach to work</li> <li>• Openness to new ideas and embrace change well</li> </ul>				

- Punctual, reliable and an ability to keep to deadlines

*We reserve the right to ask candidates who are shortlisted for interview to verify any statements made on their application form.*

