



MIDDAY SUPERVISOR

GRADE: 03 (Point 02)

ACTUAL SALARY: £3,999 - £4,089 (£11.59 per hour)
(Pending NJC Pay Award 2024-25)

Contract: 7.5 hours per week, 40 weeks per year

Start Date: ASAP

CANDIDATE INFORMATION PACK



What is included within this pack?

Within this pack you will find both information and advice on applying for a role with Esteem Multi-Academy Trust including:

- Welcome from the CEO
- About Esteem Multi-Academy Trust
- Welcome from The Headteacher
- About the School
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline

Welcome from Esteem Multi-Academy Trust



Dear applicant,

Thank you for your interest in Esteem Multi-Academy Trust (MAT). The ERS Midday Supervisor position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very important time.

We are eager to appoint a Midday Supervisor who enjoy working with children and young people and is able to work as part of a team to provide supervision of pupils throughout the midday break in classrooms, the dining hall and on the playground.

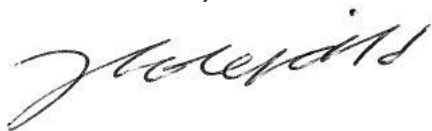
Elmsleigh Nursery & Infant School is an Enhanced Resource School in South Derbyshire. We are a mainstream school with additional funding to develop expertise and resources to work with pupils with high level needs, who may live outside the area normally served by the school.

If you think you have got what we are looking for, we look forward to receiving your application for consideration.

For further information, please contact Ruth Samme on 01283 216883, via email to info@elmsleighinfantschool.co.uk or visit our website at www.esteemmat.co.uk/vacancies. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

I wish you well in your application.

Yours faithfully



Julian Scholefield
Chief Executive Officer

About Esteem Multi-Academy Trust

I'm delighted that you want to find out more about us. Esteem MAT was formed in 2018 and now consists of 14 academies from the East and West Midlands. Many of our pupils have special educational needs and/or disabilities or are disadvantaged. Therefore, inclusion is our watchword, and our vision is for Esteem to be a learning community of excellence for SEND and alternative provision in the Midlands. However, we want mainstream schools to join us too as they have many pupils with SEND or who are disadvantaged. We want all our pupils to achieve their full potential whatever type of school they attend.

Our vision is to be a Trust that:

- Leads and supports our academies to provide the highest standards of education and development for all our pupils
- Enables academies with a shared sense of purpose to benefit from alignment whilst maintaining individuality
- Provides a strong, collective voice for our academies at a local and national level
- Delivers support and SEND expertise to our academies and to other schools and local authorities

Our vision will be delivered via our three core strategic aims. Everything we do should be ultimately focused on doing these three things well:

- We will provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world.
- We will deliver high standards and value for money from our support services, resources, estate and technology.
- We will invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice

Our people are our most valuable resource. We invest in them by providing high quality specialist training, opportunities to collaborate and develop their careers within Esteem.

We greatly value each school's unique identity, which reflect the diverse needs of the pupils. It is also important to us that our pupils feel they belong to their school community. This is why we believe that our schools need strong leaders and governors who understand their local context. Being part of a family of schools in a trust brings the added benefits of support and collaboration. We know that sharing ideas and working together are the best ways for our schools to continue to improve for the benefit of all our pupils.

Welcome from the Headteacher

Dear applicant,

Thank you for your interest in the post of Midday Supervisor at Elmsleigh Infant and Nursery School. I am very pleased that you are considering applying to work in a successful, fun and innovative school.

We are extremely proud of Elmsleigh and it gives us great pleasure to inform you about life at our school. Elmsleigh is all about creating a happy and secure learning environment for your child.

The first years in school are vital in the development of attitudes and we will ensure that your child will develop a positive enquiring mind in a stimulating learning environment, whilst at the same time excelling in enjoyment and achievement.

Every single member of staff at Elmsleigh brings something special to our school and it is our dedicated team that makes our school so unique, along with the children who attend our school. We pride ourselves very much in working closely with parents to create a happy and successful partnership to enable your child to achieve the very best that they can.

As well as making a positive contribution to the lives of our students, we can offer you:

- a supportive, collaborative, and friendly staff environment in a setting where you will have the chance to make a real and positive impact on the lives of Elmsleigh Infant and Nursery School students.
- professional and continuous training programmes and a supportive career progression.
- generous pension schemes (Teachers'/ LGPS Pension Scheme)
- A range of health and wellbeing services through Westfield Health
- Free, on-site car parking
- School social events
- A commitment to staff well-being.

We welcome applications from candidates who, having read the application pack, feel they have the necessary skill and experience to fulfil the role.

The closing date for applications is 27 September at 23:59. A visit to the site is encouraged, please contact the school on 01283 216883 to arrange this.

Interviews for this post will be arranged upon suitable application.

I wish you well in your application.

Yours faithfully,

Nicola Price
Executive Headteacher
Elmsleigh Infant and Nursery School

About Elmsleigh Infant and Nursery School

Elmsleigh Nursery & Infant School is an Enhanced Resource School in South Derbyshire. We are a mainstream school with additional funding to develop expertise and resources to work with pupils with high level needs, who may live outside the area normally served by the school. We are one of 17 Derbyshire schools that has ER status.

Our Enhanced Resource which has developed over time, supports pupils throughout school from Nursery to Year 2.

Throughout their school day, the children with an ER placement in the Reception to Year 2 age range may spend time in a separate highly staffed or our specially adapted classroom, or within a mainstream class with additional support, or a mixture of both, dependent on each child's individual needs.

Further information about our academy can be found on the website at www.elmsleighinfantschool.co.uk

The advertisement

Job Title: Midday Supervisor

Location: Elmsleigh Infant & Nursery School, Queens Drive, Swadlincote, DE11 0EG

Grade/Scale: Grade 03 (Point 02) Actual Salary £3,999 - £4,089 (£11.59 per hour) (Pending NJC Pay Award 2024-25)

Start date: ASAP

Contract: 7.5 hours per week, 40 weeks per year (TTO+1)

Elmsleigh Nursery & Infant School is an Enhanced Resource School in South Derbyshire. We are a mainstream school with additional funding to develop expertise and resources to work with pupils with high level needs, who may live outside the area normally served by the school.

We are looking to appoint a Midday Supervisor for the supervision of pupils throughout the midday break either based within our ERS classroom and ERS playground or mainstream playground. Applicants should enjoy working with children and young people and be able to work as part of a team. Knowledge of working with children and young people with autism, learning difficulties and/or challenging behaviour is desirable but not a necessity. In-service training will be provided.

Benefits include: LGPS Pension Scheme, school holidays, Westfield Health membership and free parking.

For further information, please contact Ruth Samme, Elmsleigh Infant and Nursery School, on 01283 216883, via email to info@elmsleighinfantschool.co.uk or visit our website at www.esteemmat.co.uk/vacancies. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

Closing date for applications: 27 September 2024 (23:59) or upon a suitable application

Interviews will be arranged upon suitable application

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Job description and person specification

Job Description: Midday Supervisor

Esteem Multi-Academy Trust

Post Title:	Midday Supervisor
Location:	Elmsleigh Infant & Nursery School, Queens Drive, Swadlincote, DE11 0EG
Purpose:	<ul style="list-style-type: none"> Working as part of a team of Midday Supervisors to secure the safety and welfare of pupils with autism and other special educational needs during the midday break. This will involve effective supervision of pupils in and about the school premises and site in accordance with school policies.
Reporting to:	Senior Leadership Team
Responsible for:	n/a
Liaising with:	n/a
Working Time:	7.5 hours per week, 40 weeks per year (TTO+1)
Salary/Grade:	Grade 03 (Point 02) Actual Salary £3,999 - £4,089 (£11.59 per hour) (Pending NJC Pay Award 2024-25)
Disclosure level	Enhanced
PRINCIPLE RESPONSIBILITIES	
To achieve the above	<p>Supervision</p> <ul style="list-style-type: none"> Supervise pupils in the lunch area, playground and classrooms (for wet play) Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher Monitor pupils that aren't engaging in play and feed back any concerns to class teachers Teach / encourage pupils to use their table manners; sitting sensibly, using cutlery Support children to try new foods and learn to be independent such as cutting their own food. <p>Organisation</p> <ul style="list-style-type: none"> Set up and put away the playground equipment and other equipment needed. Manage pupils' entrance and exit from the lunch area in an orderly manner Clean up food and water spillages Manage wet play safely with a strategic plan <p>Health and safety</p> <ul style="list-style-type: none"> Observe pupils and the environment and take action to minimise any identified health and safety risks

- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider
- Take an active role in ensuring safety on the playground with pupils with individual health care plans and risk assessments by making sure that you have read and understood.
- Record details of incidents in line with the school's reporting procedures
- Be aware of and support pupils with medical/dietary needs
- Promote the school's policy around healthy eating to pupils
- Feed back concerns relating to pupils' health and safety to a senior member of staff

Behaviour

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- Enforce good behaviour using school values
 - Responsibility
 - Community
 - Respect
 - Reliance
 - Ambition
 - Compassion
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Implement Zones of Regulation to help support pupils emotions and deescalate behaviour
- Make sure children tidy up after themselves in the lunch area and when using play resources/equipment
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour in line with their behaviour plan.

Play

- Organise play activities to encourage pupils to play and make use of play equipment
- Role model play to children to support their social and mental development
- Offer educational instruction where needed to help pupils to share play equipment
- Help to resolve issues between pupils during play activities

Safeguarding

- Make sure pupils remain on the school premises during the midday break
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals
- Take an active role in ensuring the safety of all pupils by reporting concerns using schools system to the DSL.
- Report any environmental safeguarding factors to a senior member of staff.

Other Generic Responsibilities:

- Represent and promote the ethos and values of Esteem Multi-Academy Trust
- To take and be accountable for all decisions made within the parameters of the job description
- Participate with performance management and training and activities that contribute to personal and professional development
- Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities
- Provide a high standard of customer service in all dealings internal and external to the MAT
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

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

Person Specification: Midday Supervisor Esteem Multi-Academy Trust

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications		First Aid certificate
Experience	Experience of working with children and young people (either paid or unpaid).	Experience of supervising pupils in a school environment.
Knowledge	Knowledge of basic Health and Safety and First Aid.	A knowledge and understanding of the welfare and social needs of pupils during the mid-day break.
Skills & Ability	<p>Effective communication skills.</p> <p>Ability to work effectively as part of a team and to apply given instructions.</p> <p>Ability to react calmly and quickly in an emergency.</p> <p>Ability to maintain confidentiality.</p>	

Safeguarding and checks

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT.

Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The MAT pays full regard to the DfE 'Keeping Children Safe in Education September 2024' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the students as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, either paid or voluntary, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings.

If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered "not applicable", where appropriate, if your work has not brought you in to contact with children or young people.

Application process and timeline

Application forms are available on our website at <https://www.esteemmat.co.uk/vacancies>.

After the closing date, shortlisting will be conducted by a panel who will match your skills and experience against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to the interview and assessment day must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements i.e. current photocard driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address i.e. utility bill, financial statement etc.
- Where appropriate, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at <https://www.gov.uk/guidance/documents-the-applicant-must-provide>.

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with General Data Protection Regulations (GDPR May 2018) guidelines.

References will be sought for shortlisted candidates for any central office-based positions and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

For further information, please contact Ruth Samme, Elmsleigh Infant and Nursery School, on 01283 216883, via email to info@elmsleighinfantschool.co.uk or visit our website at www.esteemmat.co.uk/vacancies. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

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