



ERS MIDDAY SUPERVISOR

GRADE: 03 (Point 02)

ACTUAL SALARY: £3,655 (£10.60 per hour)

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.

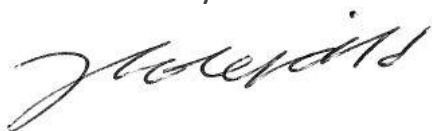
Elmsleigh Nursery & Infant School is an Enhanced Resource School in South Derbyshire. We are a mainstream school with additional funding to develop expertise and resources to work with pupils with high level needs, who may live outside the area normally served by the school.

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@elmsleigh.derbyshire.sch.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

Esteem Multi-Academy Trust currently comprises of twelve academies throughout Derbyshire, Derby City, and east Staffordshire. Formed by a group of like-minded school leaders in August 2018, the MAT is currently responsible for the education and care of approximately 1,200 students and employs around 850 staff. The total revenue budget for the MAT is approximately £23 million and plans are in place to expand further.

Esteem Multi-Academy Trust now includes 7 special schools, 4 support centres (PRUs) and a primary school with enhanced resource provision educating young people with a range of additional needs. We wish to grow further to fulfil our vision to become a centre of excellence for special educational needs and disabilities (SEND). We have a well-defined set of values and a clear vision for the MAT to become a regional hub for expertise in SEND and inclusion. We share a collaborative ethos, believing that our collective efforts will achieve a better outcome than we can as individual schools. Our academies focus on the holistic needs of the young person, due to students' vulnerabilities. So, 'joined-up thinking', between our academies and different agencies, is essential to deliver the right support for our students.

The main aims of Esteem MAT are to:

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

As a group of academies working together, we can share and deliver better practice. We will be able to commission health, care and therapy services in a fully 'joined-up' way.

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 06 October 2023 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,

Karen Burton
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 16 places throughout school from Nursery to Year 2. Eight places are intended for pupils with ASD (Autism Spectrum Disorder) and eight places for pupils with other severe and complex special educational needs.

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 and specially adapted class room known as the Rainbow Room, 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: ERS Midday Supervisor

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

Grade/Scale: Grade 03 (Point 02) Actual Salary £3,655 (£10.60 per hour)

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 Midday Supervisors for the supervision of pupils throughout the midday break in our ERS classroom and ERS 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.

The post is advertised at 7.5 hrs, however successful applicants can expect to be offered regular additional hours throughout the year to support class sickness and other absence cover.

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@elmsleigh.derbyshire.sch.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: 06 October 2023 (23:59)

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 £3,655 (£10.60 per hour)
Disclosure level		Enhanced
PRINCIPLE RESPONSIBILITIES		
To achieve the above		<ul style="list-style-type: none"> Supervision and control of pupils in the dining hall. Supervision and control of pupils in the ERS playground. Associated ancillary duties Hall duty when required Supervision and control of ERS pupils in the dining hall, including: <ul style="list-style-type: none"> Where appropriate, assist/supervise pupils with their general hygiene requirements (washing, toileting changing clothing etc. in accordance with School Policy) prior to entering the dining room Directing pupils to seats, deciding on seating arrangements, separating pupils where necessary Encouraging pupils to eat (including those with packed lunches) especially those with special needs or disabilities. Being aware of pupils on special or restricted diets for medical reasons from information provided at the school. Assisting pupils with cutting up food, pouring liquids etc. where necessary Encouraging social skills and good table manners, ensuring safety with knives and forks. Ensuring pupils tidy/clear up in a satisfactory manner Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff Dealing with any bodily spillages in the dining hall in accordance with infection control procedures, ensure pupil goes to the medical room if appropriate Sharing responsibility with the team for the maintenance of order and discipline in the dining hall area.

		<p>Pastoral Care</p> <ul style="list-style-type: none"> • To promote self-discipline, high standards of behaviour and positive attitudes on the part of all children and to implement school policies and procedures to foster them • Work in a positive way to ensure children behave well and report any concerns to teaching staff. • To take prompt action when dealing with accidents and incidents and reporting accidents and incidents to the senior person in charge • To promote good behaviour and the social and emotional development of pupils. • To report concerns of child abuse to the Designated Senior Person or in her/his absence the Deputy Designated Senior Person • To listen to children and respond to their needs in accordance with school policy and procedures • To attend to the health, welfare and safety of the children during lunchtime adhering to the school Health and Safety policy and procedures at all times. • Playground supervision • To support the team on the setting up and organisation of equipment and resources for the children to use during playtime • To be responsible for ensuring all equipment is put away at the end of play as necessary ensuring no equipment is left lying around • To actively monitor and supervise an area of the playground/school during lunchtime to ensure all pupils are involved in positive play experiences • To promote constructive play at lunchtimes. • Organise and maintain effective zoning of the playground, in order to cater for a wide variety of differing needs, creating a playground environment inclusive of all children. • To actively support pupils in the playground/play area by teaching them to play cooperatively, introducing them to a range of playtime games and activities • Be alert to issues of Health and Safety showing initiative to minimise risk to children and report concerns to Headteacher. • To be responsible for promoting positive play experiences and opportunities for the children during the lunchtime break • To encourage, support and foster positive relationships between children by providing positive and active play experiences and opportunities • To support and co-ordinate the schools Mini Leaders in setting up play activities • To administer first aid when required and to record all incidents in the accident reporting system. <p>Professional Development</p> <ul style="list-style-type: none"> • To ensure own continuing professional development by attending training and development opportunities when need is identified • To attend meetings for lunchtime support assistants and INSET days when required • To hold a current First Aid certificate or to do the necessary training to obtain one • To maintain confidentiality at all times including implementing data protection policies • To contribute positively to and support the overall aims and ethos of the school • To be an effective team leader and a positive role model for others • To fully support the life and work of the school
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		<ul style="list-style-type: none"> • To develop and maintain positive, constructive and effective professional relationships with staff, parents, carers, advisors and support professionals the local community and Governors • Carry out any other instructions given by the Headteacher, reasonably falling within the responsibilities of the post
Other Generic Responsibilities:		
<ul style="list-style-type: none"> • 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 		
<p>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.</p>		



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 2023' 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.

Closing date for applications: 06 October 2023 (23:59) **Interviews will be arranged upon suitable application**

For further information, please contact Ruth Samme, Elmsleigh Infant and Nursery School, on 01283 216883, via email to info@elmsleigh.derbyshire.sch.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.