



St Clare's School

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Midday Supervisor

GRADE: B (Point 04)

**ACTUAL SALARY: £4,925 (Pending NJC Pay Award
2023-24)**

**Contract: 10 hours per week, term time only (39
weeks)**

Start Date: ASAP

CANDIDATE INFORMATION PACK





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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
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline



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Welcome from Esteem Multi-Academy Trust



Dear applicant,

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

St Clare's school is proud to offer personalised education to students aged 11-16 with moderate learning difficulties and associated needs including ADHD, Autism, communication, social, emotional and mental health and challenging behaviour. St. Clare's school is based in Mickleover, Derby.

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 the school office on 01332 511757, via email to admin@stclares.derby.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



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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.



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Welcome from the Headteacher

Dear applicant,

I am delighted and honoured to be the Headteacher at St. Clare's School and I am seeking an enthusiastic, dedicated Midday Supervisor to join our school team. I am very pleased that you are considering applying to work in such a fun, innovative school.

As a school, our main job is to make sure the children are safe, happy and reaching their potential. Families make an important contribution to their child's achievements at school and from my experience I know that a successful and happy school depends on all of us working together.

At St. Clare's we hold a strong belief in the power of education to change children's lives and the right of every child to receive an excellent education. The staff team are dedicated to building opportunities for students to achieve the highest academic standards, ensuring that they are known well as individuals and that their unique personality, talents and interests are nurtured and developed to the full.

At St Clare's School education is about developing the whole child and providing opportunities for them to flourish within and beyond the classroom. It is the aim of the whole school team to help each child become a successful learner and well-rounded individual who is ready to make the next steps in their journey.

We welcome applications from candidates who, having read the application pack, feel they have the necessary skills, experience, and strength of character to fulfil the challenges of the role. The closing date for applications is 23:59 on 31 October 2023. Visits to the site are encouraged, please contact the school on 01332 511757 to arrange this.

I wish you well in your application.

Yours faithfully,

Laura Russell
Headteacher



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About St Clare's School

St Clare's school is proud to offer personalised education to students aged 11-16 with moderate learning difficulties and associated needs including ADHD, Autism, communication, social, emotional and mental health and challenging behaviour. All students have an Education, Health and Care (EHC) Plan which sets out the provision required to meet their individual needs.

Located in Mickleover, we have 147 students on roll from across the City of Derby and southern Derbyshire.

In response to our student's needs, we offer a full and diverse curriculum with specialist support designed to address the holistic needs of our students. The progress that our students make is judged as outstanding as a result of the teaching and support available to them and the progress that they make academically, socially and emotionally.

Transition arrangements with feeder schools are in place to ensure a smooth move between schools for all pupils. Transition to Post 16 provision is also effectively developed to support student success.

Further information about our academy can be found on the website at:

<https://stclaresschool.co.uk>



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The advertisement

Job Title: Midday Supervisor

Location: St Clare's School, Rough Heanor Rd, Mickleover, Derby DE3 9AZ

Grade/Scale: Grade B0 (Point 04) Actual Salary £4,925 (Pending NJC Pay Award 2023-24)

Start date: As soon as possible

Contract: 10 hours per week, term time only (39 weeks)

We are seeking a Midday Supervisor to assist the catering staff with serving meals and support pupils over the lunchtime period. Placing of furniture in relevant area before and after lunch.

Reporting directly to the Headteacher and School Business Manager.

The ideal candidate will be calm and understanding, patient and able to work with students of 11–16-year-olds with an education, health care plan.

Within a safe, structured and predictable environment, we deliver a personalised curriculum. We teach the full range of national curriculum subjects and support students to develop independence, confidence and life skills. We strive to enable our students to participate fully in experiences both in school and in the wider community, to help them make informed life choices.

Benefits include: LGPS Pension Scheme, 25 days/school holidays, Westfield Health membership and free parking.

For further information, please contact the school office, St Clare's School, on 01332 511757, via email to admin@stclares.derby.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: 31 October 2023 (23:59)

Interview dates: TBC

St Clare's School reserves the right to close this vacancy 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:		St Clare's School
Purpose:		To assist the catering staff with serving meals and support pupils over the lunchtime period. Placing of furniture in relevant area before and after lunch.
Reporting to:		School Business Manager/Headteacher
Responsible for:		Pupils over the lunchtime period
Liaising with:		<ul style="list-style-type: none"> ○ Pupils ○ Staff ○ Headteacher/Senior Leadership Team/School Business Manager
Working Time:		Monday – Friday 2 hours per day
Salary/Grade:		B (point 4)
Disclosure level		Enhanced DBS Clearance
PRINCIPLE RESPONSIBILITIES		
To Achieve the Above		<ul style="list-style-type: none"> • The safe supervision of pupils in the dining areas and the outdoor areas • Attending Midday Supervisor meetings to share good practice with the School Business Manager and reflect on the week • Supervising and supporting pupils on a one-to-one basis where necessary • Ensure that dining areas and tables are left clean and tidy at the end of service (as the hall has many roles during the school day) • Assisting in supervising pupils in classrooms in bad weather • Attending training opportunities as necessary (i.e. First Aid, Safeguarding) • Setting up and clearing away the tables and equipment in the dining hall, working in collaboration with the catering team • Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms



		<ul style="list-style-type: none"> • Work in a professional manner and with integrity and maintain confidentiality of records and information • Maintain up to date knowledge in line with national changes and legislation as appropriate to the role • Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding • Participate in the Trust Appraisal process and undertake professional development as required
<p>Other Generic Responsibilities:</p>		
<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

QUALIFICATIONS AND EXPERIENCE		
Essential		<ul style="list-style-type: none"> • Good literacy and numeracy skills gained from general education or equivalent • Experience necessary to undertake the full range of supervisory duties e.g., supervision & support of pupils in the dining hall, cleaning of tables • Friendly, honest and an active listener • Takes responsibility and accountability • Committed to the needs of the pupils, parents and other stakeholders • Demonstrates a “can do” attitude and help and encourage others to achieve expectations • Acts with pace and urgency being energetic, enthusiastic and decisive • Communicates effectively
Desirable		<ul style="list-style-type: none"> • Previous experience working in an educational environment • Catering experience
KNOWLEDGE AND ABILITIES		
Essential		<ul style="list-style-type: none"> • Ability to work calmly under pressure • Is committed to the provision and improvement of quality service provision • Is adaptable to change/embraces and welcomes change • Ability to respond to St Clare's pupils with dignity and respect • Ability to work collaboratively in a team with others • Excellent interpersonal skills with the ability to maintain strict confidentiality • A diplomatic and patient approach • Able to follow direction and work in collaboration with the other Midday Supervisors in the team • Able to work flexibly, adopt a hands on approach and respond to unplanned situations • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills • Commitment to the highest standards of child protection and safeguarding • Recognition of the importance of personal responsibility for health and safety • Responsible for promoting and safeguarding the welfare of young persons for whom you are responsible or come into contact with • Not barred from working with children
Desirable		<ul style="list-style-type: none"> • Awareness of children with special educational needs (dietary, emotional, physical) • Awareness of pupils on special or restricted diets for medical reasons
<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>		



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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, your previous employer will be asked about any offences.

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.



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Application process and timeline

Application forms are available on our website at 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 UK (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: 31 October 2023 (23:59)

Interview dates: TBC

St Clare's School reserves the right to close this vacancy upon suitable application

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