



# Midday Supervisor

10hpw (Monday to Friday; 11.30am to 1.30pm),  
permanent, term-time only; Required ASAP  
£21,189 (SCP D4) - £21,575 (SCP D5) pro-rata / £4,779 - £4,886  
**Closing Date: 9.00am, Monday 2 October 2023**

Evergreen School is a special school with two purpose-built sites in Warwick. We have 282 wonderful children and young adults enrolled who are 4 to 19 years old. This is an exciting time to join our school as we continue to develop and expand, with a new curriculum and fantastic facilities including a swimming pool, hydrotherapy pool, sensory studios, Café and soft-play rooms.

We are looking for a Midday Supervisor to join our team. We are seeking a dedicated team member who shares our vision of putting our children, young people, and their families at the heart of everything we do. You may have worked in a SEN school previously or have gained your experience of working with children and young people elsewhere.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure.

## We will offer the successful candidate:

- A school community where we value Trust, Honesty and Support
- Opportunities for professional development
- A passionate leadership team who will provide comprehensive support
- Local Government Pension Scheme LGPS
- Access to free healthcare support and occupational health
- Access to staff discounts and Cycle to Work scheme
- Family friendly policies and flexible working arrangements

If you feel that you have the personal qualities, experience, commitment and resilience to achieve our visions and aims, please email your **completed application and equality form** to: [recruitment7028@welearn365.com](mailto:recruitment7028@welearn365.com)

*\*please note, CV's are not accepted, see attached Recruitment Pack for further information*

# Job Description

## Role Profile

Job Title:	<b>Midday Supervisory Assistant</b>
Salary Grade:	<b>Scale D</b> JEID <b>C0011</b>
School:	<b>Evergreen School</b>
Primary Location:	<b>Evergreen School</b>
Responsible to:	<b>Assistant Head Teacher / Deputy Head Teacher</b>
Responsible for:	<b>n/r</b>
Purpose of Role	To supervise and ensure the safety and well-being of pupils during the lunchtime period (this includes dining and lunchtime play). Other duties include assisting with toileting and other personal care issues.
Responsibilities	<ul style="list-style-type: none"> <li>• <b>A duty to comply with the school's Code of Conduct, Child Protection and Safeguarding policies and practices</b></li> </ul> <p><b>In the Dining Area</b></p> <ul style="list-style-type: none"> <li>• Ensure that the personal and individual care and toileting needs of pupils are met. This may include changing nappies and associated moving/handling involved.</li> <li>• Escort pupils to and from dining areas, ensuring information is exchanged with class staff.</li> <li>• Ensure pupils are in the dining room/area at the appropriate time.</li> <li>• Help pupils at the counter, including choice of meal and money (if appropriate).</li> <li>• Assist with the proper use of cutlery and helping cut food as necessary.</li> <li>• Feed pupils with severe physical problems, following training by appropriate professionals.</li> <li>• Assist pupils when returning used plates, trays, cutlery, beakers, etc. and clearing tables etc. when lunch is completed.</li> <li>• Supervise pupils eating food brought from home and ensure packed lunch equipment is cleared away.</li> </ul> <p><b>In School or Playground</b></p> <ul style="list-style-type: none"> <li>• Be responsible for groups of children in the playground or classrooms according to the weather. May include pupils with challenging behaviours and with profound and multiple learning difficulties.</li> <li>• Develop and support lunchtime activities</li> <li>• Attend to minor accidents and complete incident/accident form in consultation with the Supervising Teacher</li> <li>• Attend to pupils who become ill or suffer an epileptic fit</li> <li>• Report to the Supervising Teacher / Class Teacher if accident occurs, pupil falls ill or has an epileptic fit</li> <li>• Report to the Supervising Teacher / Class Teacher any breaches of school rules by pupils (completing incident form as necessary and in consultation with the Supervising Teacher)</li> <li>• Adhere to any behaviour management programmes devised by others.</li> </ul>

## Person Specification

**The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.** Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

<b>Essential Criteria</b>	<b>Assessed By;</b>
Have a good understanding of children with special educational needs and be able to provide care and support as appropriate	<b>A, I, D</b>
Good communication skills	<b>I</b>
A commitment to keeping children safe	<b>A, I</b>
A willingness to be trained to operate special needs machinery, tools (e.g. hoists, certain feeding equipment)	<b>I</b>
Literacy skills to be able to understand school policies and complete accident reporting procedures	<b>A, I</b>
Be able to understand, comply and work within policies: e.g. school behavioural management policy, safeguarding policy, health & safety, confidentiality and other school rules	<b>I, D</b>
Be aware of cultural differences	<b>I</b>
Recognise discrimination and be able to demonstrate an awareness of, and commitment to, Equal Opportunities in service delivery	<b>I</b>
Successful applicant will be subject to a criminal record enhancement check with the Criminal Record Bureau (CRB) before the appointment can be confirmed	<b>A, I &amp; D</b>

<b>Desirable Criteria</b>	<b>Assessed By;</b>
Have relevant training to deal with a pupil who suffers and epileptic fit	<b>A, I &amp; D</b>
Previous midday supervision experience	<b>A, I &amp; D</b>

## Other Professional Requirements

- Undertake training as considered appropriate to the needs of the post
- Undergo staff performance and review scheme interviews as part of continuing professional development
- Any other reasonable duties at the discretion of the Head Teacher or Governors, which are consistent with the basic objectives and/or duties of the post

We are committed to Safeguarding and promoting the welfare of those we serve, as well as complying with best practice in the application of safeguarding. Therefore, as this role requires working with Children, a CRB Disclosure will be required as part of the pre-employment checking process, and re-checking will be required when determined by the relevant policy.

Please demonstrate how you meet all of the essential criteria provided on the Person Specification and, where appropriate, the desirable criteria, when completing your application form.

When short-listing applicants for interview, the panel will consider the requirements on the person specification.

You are, therefore, advised to ensure that your application form responds to these requirements. All criteria will be assessed initially through your application form, where appropriate.