



Midday Supervisors

Castle View Primary School, QEGSMAT

Permanent, 2 posts

5 Hours per week, 38 Weeks per year

£2,039 - £2,100 pro rata (FTE £18,333 - £18,887)

QEGSMAT are seeking to appoint an enthusiastic Midday Supervisor to join our hardworking and high achieving team at Castle View Primary School and Nursery Matlock.

The successful applicant will be; hard working, enthusiastic and flexible with high standards. They will possess a 'can do' attitude and be willing to support the activities of the school. The ability to work with a range of people is essential and they must be able to act on their own initiative, dealing with any unexpected challenges as they arise.

At Castle View Primary School, we seek to provide the highest standard of education for all pupils in our care. We strive to instil in our pupils an enjoyment and thirst for learning so that they are able to fulfil their potential. We are an inclusive, caring school where every child matters, we recognise that all children have talents and abilities to celebrate, and a part of our role is to help them discover and develop these. We encourage a strong community spirit, where we show consideration and respect for each other; understand differences, and uphold kind, well-mannered behaviour. Our school value 'Exceeding Expectations, Raising Aspirations' embodies our whole school ethos. We want our children to have high aspirations and to believe in themselves.

Castle View Primary School is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

At QEGSMAT we believe and promote that exceptional workforce creates exceptional results; they transform lives and transform futures. We support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

Why work for us?

- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.
- All staff have access to our Employee Assistance Programme which provides confidential, independent, and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with employer contributions of 23.68% for support staff.

- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.

QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK. Further information about our commitment to Safeguarding can be found - <https://www.gegsmat.com/documents/safeguarding>

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call 01629 582699. Further details about our school can be found on our website: www.castleviewmatlock.com

To apply for this position, please visit our Trust Website (<https://www.gegsmat.com/current-vacancies/>) where you can apply via TES.

Closing date for applications: 12th July 2022

Interview date: 19th July 2022

Salary: Scale 1 point 1-3 £2,039 - £2,100 (FTE £18,333-£18,887)

Potential Start date: 1st September 2022



JOB DESCRIPTION – Midday Supervisor

Post Title:	Midday Supervisor
Reporting to:	Headteacher
Responsible for:	Supervision of pupils during lunchtime.
Scale:	Scale 1 point 1-3 £2,039 - £2,100 (FTE £18,333-£18,887)
Disclosure Level:	Child Workforce - Enhanced, Childs Barred list

PURPOSE OF THE POST:

To ensure the safety and welfare of students during the Lunchtime break.

MAIN DUTIES

- Supervise students throughout the Lunchtime break.
- Supervise the dining hall throughout the lunch period promoting good behaviour and a calm atmosphere.
- Ensure students clear their tables of dirty dishes and dispose of their litter in the receptacles provided.
- Wipe clean dining tables and clean up any spillages hazardous to students and staff.
- Deal with any unacceptable/challenging behaviour in line with school policy.
- Support the school by enforcing all school rules.

The post holder must:

- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- Maintain an awareness of Safeguarding Children and Every Child Matters initiatives;
- Understand and comply with the school's Health and Safety Policy in the performance of their duties and responsibilities.
- Carry out the duties of the post in compliance with the school's Equal Opportunities Policy.

- Understand and comply with all other relevant school policies.
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the school's professional development and supervision arrangements.
- Undertake any necessary training associated with the duties of the post.
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



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Person Specification – Midday Supervisor

Criteria	Essential	Desirable	Evidence
Qualifications	None required	First Aid Qualification	Application and references
Experience	Supervising Children Working as part of a team	Previous experience of working with groups of children in a school setting.	Application and references
Skills	Ability to work well as a team member. Well organised with effective positive behaviour management skills. Ability to support the planning of creative and fun activities. Excellent oral communication skills. To be able to work on your own initiative. To have a positive attitude, to have energy and enthusiasm. To enjoy working with children	Ability to look at how to continuously improve provision.	Application and interview
Knowledge	Basic knowledge of food hygiene, health, and safety and first aid Positive strategies to manage behaviour	Recent Child protection training	Application and interview
Personal qualities	Positivity and enthusiasm A sense of fun	Able to set and achieve challenging professional goals	Application and interview

PRINT NAME _____

SIGNATURE _____

DATE _____