



Diocese of Salisbury
Academy Trust
'Beyond expectations for all of God's children'



Beaminster
St. Mary's Academy

Midday Supervisor (Fixed Term)

Working for the Diocese of Salisbury Academy Trust



Welcome to the Diocese of Salisbury Academy Trust (DSAT) and thank you for your interest in working with us. The Trust is based at the Diocesan Education Centre in the historic village of Wilton, located three miles to the West of the mediaeval city of Salisbury.

In this pack we have enclosed some interesting and useful information about the Trust, which works with fifteen academies across the Diocese. You can find out more about these and the strengths of our organisation on our website at www.dsat.org.uk. We take safeguarding seriously and candidates will be subject to rigorous procedures to ensure that our children are suitably protected at all times. This will include an enhanced DBS check for all successful candidates before employment is confirmed.

This recruitment pack includes:

DSAT Vision and Values

This document outlines the strength of the ambitions that we have for our Trust and our vision for all of the children in the Trust.

Job Advert and how to apply

Please ensure that your application relates to the correct advertisement and that you have been able to find details of how to apply with the correct form.

Job Description and Person Specification

We aim to provide you with a clear indication of the role you are applying for. When completing your application, we ask you to relate your experience and skills to the Job Description and Person Specification in a clear and succinct manner.

Application Form

To apply for the role you are required to complete an application form and return this to the academy or the Trust HR department (please read the instructions carefully) before the closing date. We do appreciate the time taken to complete the application form. Unfortunately CVs will not be accepted.

Equal Opportunities Monitoring Form

We are committed to equality in the workplace and supporting the development of all our employees.

Privacy Notice

We want you to be aware of how any personal data you provide will be processed up to and beyond the appointment of a successful candidate.

Living and working in our Diocese

We have aimed to capture a brief overview of the rich social and cultural diversity across our beautiful area.





Diocese of Salisbury Academy Trust

'Beyond expectations for all of God's children'

Our vision is for the growth of thriving Christian learning communities, providing everyone with the opportunity to achieve more than they ever thought possible. Christian service is at the heart of all we do, as we help young people to develop excitement in learning and to live life to the full. We value everyone equally and demonstrate this through our words, actions, community life and the quality of the opportunities we provide.

Children and young people at the heart of all we do

Our young people will be inspired to develop academically and spiritually, aspiring beyond their own and others' expectations.

Faithfulness to our Christian tradition

We put God's love into action through our values of love, reconciliation, hope, forgiveness, peace, grace, justice and joy. Working with our parishes and communities, we encourage an understanding of the significance of faith through teaching, worship and prayer.

Striving for excellence

We love learning and are passionate about the high standards we can achieve in all aspects of life.

Collaboration

We build strong partnerships, learning with and from others as we challenge ourselves to reach new heights. We give of our best and expect the best from one another.

Celebrating success

We celebrate the achievements of every individual and share our successes widely.



'I can do everything through Christ, who gives me strength'





Our school

Beaminster St Mary's Academy is one of the 15 schools currently working together as part of the Diocese of Salisbury Academy Trust (DSAT). We work together to both support and challenge each other ensuring that we translate our vision of excellence into practice and put the children at the centre of all we do.

At St Mary's we aspire to have all of our children achieve to the best of their ability, but also keep them safe, happy and excited by their learning as we continue on our journey of improvement. Our motto is 'where children come first' and this informs every decision the school makes – we put the children at the heart of all we do!

As a Church school, we aim to prepare children for their future by achieving a high level of academic success underpinned by Christian values chosen by the children. We work together to provide an excellent education, which allows all children to use their God given gifts to the full, within an inclusive and caring Christian ethos. We wholly uphold the belief that we are all one in God.

Of course in order to carry all of the above, we need the best possible staff. At St Mary's you can be guaranteed to receive a fully supportive environment where everyone is a learner. You will be offered an extensive CPD package and collaborative learning experiences to ensure we are always on top of our game.

Our vision

- To deliver the best standard of education.
- To be a place where high aspirations are embraced by all.
- To be a school to which all are proud to belong.
- To be fully involved in the life of the community.
- To provide a safe and stimulating learning environment where children flourish.



Our values

Because we believe that we are all one in God, we acknowledge Jesus taught values of friendship, respect, kindness, trust and responsibility.

St Mary's Academy is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Our school values the diversity of our workforce and welcomes applications from all sections of the community. The successful candidate will be required to have DBS check in line with the Government's safer recruitment guidelines.

Visits to our school are welcomed. For further information or to make an appointment to visit the school or request an application form, please contact Mrs Cox or Mrs Vaughan in the School Office on **01308 862201**.

We look forward to meeting you.

Mrs Goodinson
Headteacher

Background to DSAT

The [Diocese of Salisbury Academy Trust \(DSAT\)](#) was established at the end of 2013 to provide a home for schools within the Diocese of Salisbury who wanted to convert to academy status. At the start of the academic year 2018-19, the Trust has fifteen academies. Whilst the Trust is a separate entity to the Diocesan Board of Education (DBE), they work together in dynamic and strategic partnership to transform provision and outcomes for the children in their care.

Alongside its improvement work in its current member academies, the Trust is working actively with other schools and the Regional Schools Commissioner (RSC) to grow its family of academies. This will enable a greater level of system-led improvements, further opportunities for collaboration between leaders and staff at all levels of the organisation and better economies of scale, vital in the current challenging economic climate.



DSAT provides an opportunity for schools to convert to academy status in a way that is different to many academy trusts.

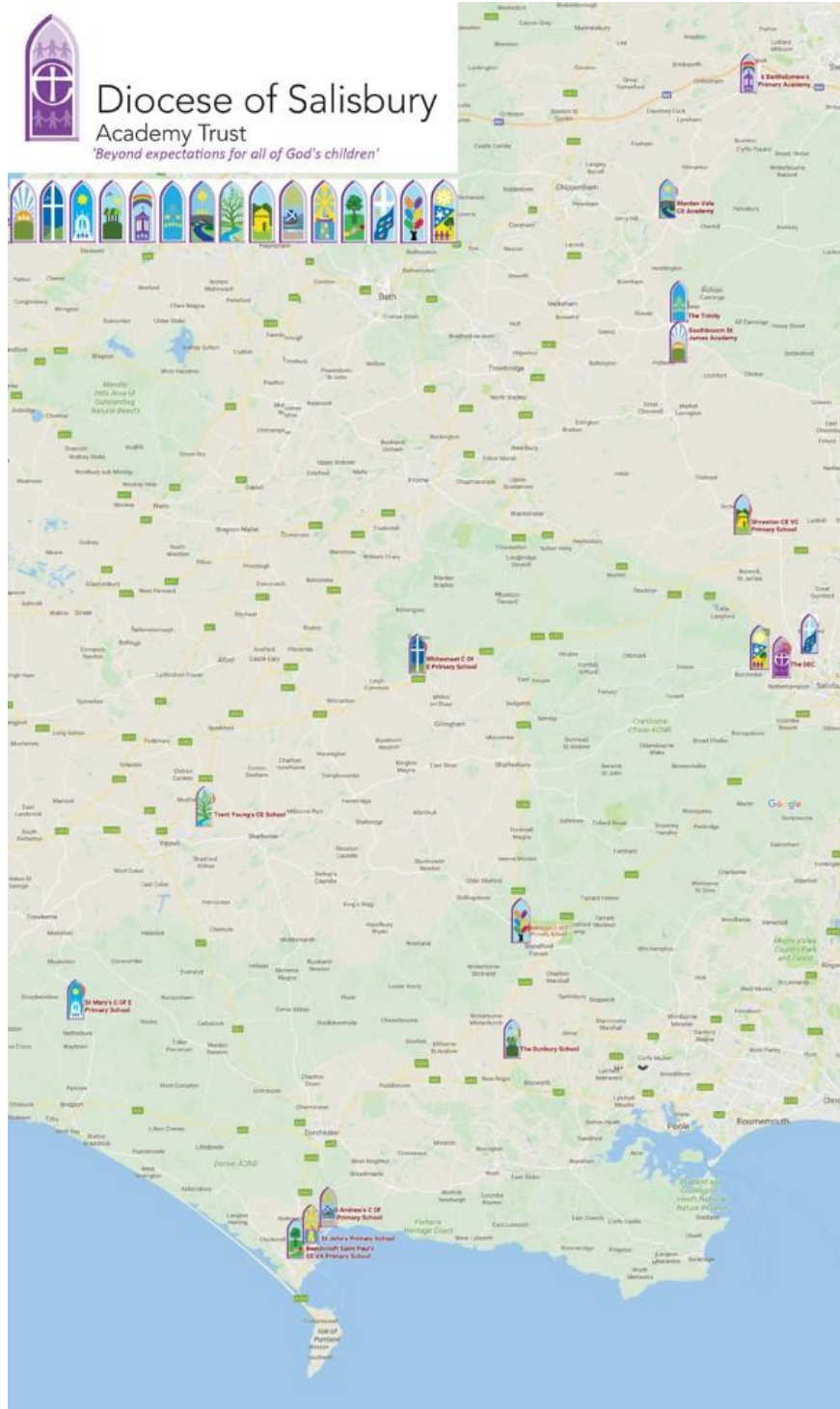
- Individual schools that can thrive in their own context and in line with their own vision and values;
- A home for church schools committed to maintaining their distinctiveness, based upon their Christian values;
- A home for schools without a Christian foundation, who are wanting to work with us in partnership to secure better outcomes for children;
- A dynamic collaboration, working in conjunction with a range of partners, to deliver tailored programmes of school improvement that will meet the needs of each academy;
- Services available to academies that will support improvements to teaching and learning, allowing schools to focus on their core business rather than being distracted by academy business;
- The flexibility to meet schools where they are on their journey and to adapt to their specific circumstances;
- Opportunities to operate in close partnership and strong relationship with the DBE, the RSC and local authorities for the good of our academies.



The [Salisbury Diocesan Board of Education \(SDBE\)](#), formed in 1830, is one of the oldest formal diocesan bodies. Many of the church schools were founded before that date, and the Board, or Council as it was called then, was formed to support their work and to promote new schools. The Diocese today extends over 2000 square miles, with a population of just under 860,000. There are a total of 195 schools and academies serving 40,000 children. We work across a number of counties and local authorities, working closely in mutually beneficial partnership with them in order to progress the life-chances of the children in our care. We are open to both church and non-church affiliated schools across the region.

Our Academies

Our Trust consists of a number of academies across the Diocese of Salisbury and is growing all the time. Our academies are organised into localised hubs where they are able to work more closely together to collaborate on teaching and learning development. We are very proud of our family of schools. They link up often for professional learning, peer review and activities involving children.



DSAT Thrive Hub

The Trinity CE Academy, Devizes
www.trinityprimaryacademy.dsat.org.uk
Southbroom St James Academy, Devizes
www.southbroomstjames.dsat.org.uk
St Bartholomew's Academy, Royal Wootton Bassett
www.st-bartholomews.dsat.org.uk
Marden Vale CE Academy, Calne
www.mardenvale.dsat.org.uk

DSAT Spire Hub

St Peter's CE Primary Academy, Salisbury
www.stpeters.dsat.org.uk
Wilton CE Primary School
www.wilton.dsat.org.uk
Shrewton CE Primary School
www.shrewton.dsat.org.uk

DSAT Emmaus Hub

Dunbury CE Academy
www.dunbury.dsat.org.uk
Milldown CE Academy, Blandford
www.milldown.dsat.org.uk
Whitesheet CE Primary Academy, Zeals
www.whitesheet.dsat.org.uk
Trent Young's CE Primary School, Trent
www.trentyoungs.dsat.org.uk
Beaminster St Mary's Academy
www.beaminsterstmarys.dsat.org.uk

DSAT Weymouth Bay Hub

St Andrew's CE Primary School
www.standrews.dsat.org.uk
St John's CE Primary School
www.stjohns.dsat.org.uk
Beechcroft St Paul's CE Primary School
www.beechcroft.dsat.org.uk

Job Advert

Job Title	Midday Supervisor
Academy Name	Beaminster St Mary's Academy
Location	Beaminster
Hours	12noon – 1.10pm
Contract Type	Fixed Term
Salary	Grade 1
Pension	Local Government Pension Scheme
Child Care Vouchers	Available on request
Contact	Mrs Cox or Mrs Vaughan
Closing Date	11 th November 2018
Interview Date/s	16 th November 2018
Start Date	asap

Midday Supervisor (Fixed Term) to begin as soon as possible

We are looking for an energetic and dynamic lunchtime supervisor to join our team at St Mary's Primary School, Beaminster. The role involves supervising children aged 4 -11, during the lunch hour, both in the dining hall and leading/supervising activities in the playground.

If you would like to view the school in action and meet our wonderful children. Please contact Mrs Sharon Vaughan or Mrs Natasha Cox in our school's office on 01308 862201.

In order to be shortlisted, your application, should provide evidence against the points outlined in the person specification. Thank you.

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. The successful candidate will be required to have an Enhanced DBS check in line with the Governments safer recruitment guidelines.

Beaminster St Mary's is a founding member of the Diocese of Salisbury Trust. As a family of fifteen schools, staff can expect to receive first class training opportunities and support through collaborative and innovative school to school CPD.

If you think you are the person St Mary's is looking for, please contact the office to arrange a visit to our wonderful school. We look forward to meeting you.

How to Apply

If you are interested in this position and would like to have a more detailed conversation before making the decision to apply for the post, please give us a call and we will be happy to help you with as much detail as possible to support this process. We encourage visits to our academies and conversations with our Headteachers and these can be arranged between yourself and the school.



When you have enough information to make your decision to apply, please complete all sections of the application form.

All applicants will be notified of the shortlisting decisions by email. References for shortlisted candidates will be requested before interviews. Interviews are to be confirmed and further details about the interview process will be emailed to the candidates in good time.

The Diocese of Salisbury Academy Trust is committed to safeguarding and promoting the welfare of children and equal opportunities in employment and expects all staff and volunteers to share this commitment.

Job Description

MIDDAY SUPERVISOR

Job title:	Midday Supervisor	Job Ref:	XS 2.4
School:	Beaminster St Mary's Academy	Grade:	Grade 1
Reports to:	Headteacher/other nominated person		

Main job purpose

To ensure the safety, general welfare and conduct of pupils during the midday break period.

Assistance is also given to school and catering staff with basic cleaning and general duties in and around dining areas.

Main responsibilities and duties

To supervise pupils in designated areas of the school during the midday break and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.

To establish safe and appropriate behaviour by effective intervention or referral to senior staff.

To supervise the movement of pupils to and from dining areas, including any personal hygiene requirements.

To maintain good order in dining areas.

To assist pupils, where necessary, with the collection of food and return of trays, or other items to the service counter.

To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.

To assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate.

To assist in the setting up and removal of furniture where necessary.

To take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.

To report any unauthorised visitors on school premises.

To complete any documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required.

Knowledge & skills

No formal qualifications or previous experience is required but the ability to establish positive expectations of pupil behaviour, good relationships with staff and pupils, and a sensitivity to pupils' personal needs is important.

Necessary training in food handling may be required.

Supervision and management

The postholder will be expected to work with limited supervision to an established work pattern. There will be support available from the Headteacher (or designated member of staff) and/or other designated member(s) of staff. Regular meetings will be arranged for briefing and/or feedback on relevant school or individual pupil matters.

Key contacts and relationships

There is a high level of interaction with individual and groups of pupils.

To work as a co-operative member of a team of supervisory assistants, liaising as necessary with other school staff.

Decision making

The postholder will be supervising the movement and conduct of pupils and be expected to intervene, as appropriate, to establish safe and proper behaviour.

The nature and level of intervention and the referral of problems to senior staff will depend upon personal judgement within any guidelines and policies issued by the school.

Resources

If personal protective clothing is supplied, it must be worn at all times, as provided, and maintained to an appropriate standard.

Working Environment

There may be some occasions when the postholder will be expected to attend to a pupil with soiled clothing due to sickness or toileting problems.

There will be need to respond to challenging behaviour of pupils.

The post will also involve some supervisory duties being undertaken on the playground or other external spaces.

Person Specification

	Essential	Desirable
Qualifications	None required	Current First Aid qualification NVQ
Experience	The Midday Supervisor should have experience of: <ul style="list-style-type: none"> • supervising pupils as a parent or carer. 	In addition, the Midday Supervisor might have experience of: <ul style="list-style-type: none"> • working with groups of pupils on a voluntary or paid basis.
Knowledge and understanding	The Midday Supervisor should have knowledge and understanding of: managing the behaviour of groups of pupils.	In addition, the Midday Supervisor might also have knowledge and understanding of: <ul style="list-style-type: none"> • child development and social interaction; • the value of constructive play opportunities.
Skills	The Midday Supervisor will be able to: <ul style="list-style-type: none"> • work as part of a group and individually; • inspire trust and confidence in pupils; • encourage high standards of pupil behaviour at all times; • liaise with parents in a professional manner; observe the boundaries of the role, and respect confidential information; • relate to pupils on their level; • remain calm in a crisis. 	In addition, the Midday Supervisor might also be able to: <ul style="list-style-type: none"> • communicate effectively (both orally and in writing) to an appropriate standard; • recognise behaviour giving cause for concern, and inform teaching staff; • encourage and support student's activities during the lunch period; • examine systems critically, and suggest ways of improving efficiency.
Personal characteristics	Calm, Creative Empathetic Organised Patient Resourceful Tolerant	

Recruitment Privacy Notice

This document is used during recruitment and in relation to any processing of personal data about those we are recruiting. The document is communicated to candidates when they first apply to work with the school as well as being made available on the school website.

Policy Statement

We are part of the Diocese of Salisbury Academy Trust. As part of your application to join us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual’s personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual’s personal data is known as “processing”.

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we process during your application process?

We may collect, hold, share and otherwise use the following information about you during your application process.

Up to and including shortlisting stage:

- your name and contact details (i.e. address, home and mobile phone numbers, email address);
- details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
- your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- information regarding your criminal record;
- details of your referees;
- whether you are related to any member of our workforce; and
- details of any support or assistance you may need to assist you at the interview because of a disability.

Following shortlisting stage, and prior to making a final decision

- information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;*
- confirmation of your academic and professional qualifications (including seeing a copy of certificates);*
- information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity;*
- your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;*
- medical check to indicate fitness to work;*
- a copy of your driving licence (or other appropriate documentation as listed on the Home Office list);*
- if you are a teacher, we will check the National College of Teaching and Leadership (“NCTL”) Teachers Services about your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions);* and
- equal opportunities’ monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

Where do we get information from about during your application process?

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office, during the recruitment process.

Why do we use this information?

We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

- to assess your suitability for the role you are applying for;
- to take steps to enter into a contract with you;
- to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching; and
- so that we are able to monitor applications for posts in the Trust to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.

How long will we hold information in relation to your application?

We will hold information relating to your application only for as long as necessary. If you are successful then how long we need to hold on to any information will depend on type of information. For further detail please see our Retention and Destruction Policy.

If you are unsuccessful we will hold your personal data only for six months, after which time it is securely deleted.

Who will we share information with about your application?

We will not share information gathered during your application process with third parties, other than professional advisors such as legal as HR advisors.

Rights in relation to your personal data

All individuals have the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact:

The Academy Office or the Trust's Business Support Administrator.

Please also refer to our Data Protection Policy for further details on making requests for access to personal data.

Individuals also have the right, in certain circumstances, to:

- Object to the processing of their personal data
- Have inaccurate or incomplete personal data about them rectified
- Restrict processing of their personal data
- Object to the making of decisions about them taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of their data protection rights

If an individual wants to exercise any of these rights then they should contact Dan Parker, Data Protection Officer. The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then the individual will be notified of the reasons why in writing.

Concerns

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Protection Officer in the first instance. However an individual can contact the Information Commissioner's Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>.

Contact

If you would like to discuss anything in this privacy notice, please contact:

Dan Parker, Data Protection Officer, dataprotection@dsat.org.uk

Living and Working in Dorset

Dorset has such a varied range of great attractions there is certainly something to suit every taste. Dorset boasts some of the finest stately homes and gardens in the country and has a rich heritage with some stunning castles and forts that will transport you back to years gone by. For history buffs Dorset is a must. Home to some of the most intriguing museums, with collections from war time history, to the wonders of Dorset's Jurassic Coast. Not forgetting the younger members of the family, Dorset has some fabulous family attractions to entertain. From children's' farms to steam trains and activity centres to high wire adventures, the children will be more than happy.



If you are after clear air, sweeping cliff walks, breathtaking views and snug little towns brimming with restaurants and shops to explore, Dorset is for you! Dorset is as multi-layered as the famous fossil flecked cliffs along its Jurassic Coast - a stunning stretch of shoreline that has been designated a Natural World Heritage Site by UNESCO due to its outstanding geological make-up. The charming countryside Dorset has to offer has been designated as an Area of Outstanding Natural Beauty and it is easy to see why.

There is more to Dorset than just fabulous scenery and magnificent coast - the history of this county is rich and vivid. How many areas do you know that can boast a huge naked chalk giant, England's first Natural World Heritage Site and Maiden Castle, the largest hillfort in Europe!!

All over Dorset there are charming market towns and tiny villages tucked into tranquil rurality. Each town has its own individuality, character and history to relate.

It is no wonder that the area has captivated film and TV makers from all over the world. Productions of all kinds have been filmed on location here, with Dorset's unspoilt countryside, dramatic coastline and spectacular historic houses and gardens being used as a backdrop to the action.



Dorset is also renowned for its year-round events calendar holding some rather famous international festivals such as the Great Steam Fair and the Chalke Valley History Festival, that help to enhance its glowing reputation as a fantastic destination. From small local community events in some of Dorset's beautiful towns and villages, to large-scale festivals and seasonal events with turnouts in the thousands. If music and the arts are more your thing then keep your eye out for acts performing at Dorset festivals and concerts.

<http://www.visit-dorset.com/>