



RAYNVILLE
ACADEMY



**GREAT
HEIGHTS**
ACADEMY TRUST

Achieving excellence together

*Welcome to Raynville Academy where we are currently looking to appoint a new
Midday Supervisor.*

Great Heights Academy Trust strive to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all can achieve their full potential and all can reach GREAT heights.



Midday Supervisor

CANDIDATE INFORMATION PACK

Welcome

Dear Colleague,

I am delighted that you are considering the position of Midday Supervisor, here at Raynville Academy.

We are an inclusive school where all children are welcomed, regardless of their current ability or background. We believe all children should be able to learn together in a stimulating environment and be inspired to be their best. We celebrate the richness of our children's identities, be it their talents and interests, their gender, cultural or ethnic heritage, language or additional needs.

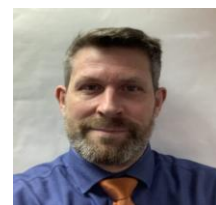
Raynville Academy is in the heart of the Bramley community and benefits extensively from being a part of The Great Heights Trust, whose vision has school improvement at its heart which will benefit all children in the Trust schools.

Our school values are at the core of everything we do. They underpin our teaching and learning and provides an environment that prepares our pupils with the necessary tools to be happy and confident citizens. At Raynville Academy we are ready, respectful and responsible.

If you would like to find out more about the remarkable things that are taking place at the academy, then please do contact us. We would love for you to visit us to see the impact of our exceptional work first hand.

Mr A Midgley

Principal



Overview of the Position for Midday Supervisor – Raynville Academy

We are seeking highly driven and talented individuals to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our pupils.

We want to hear from individuals who have the qualities and drive to make the most of this unique moment in time. The successful applicants should have a strong track record of impact and share the Trust's vision.

About the Trust

The Trust currently comprises of six primary schools: three in Calderdale (The Greetland Academy, West Vale Academy and Bowling Green Academy), one in Leeds (Raynville Academy) and two in Kirklees (Carlinghow Academy and Marsden Junior School). We currently have one secondary school (The Mirfield Free Grammar School) and another Kirklees secondary school due to join us in 2023 (Colne Valley High School). We also have a Trust Head Office based at Riverside Mills in Elland.

To find out more about our Trust, please view our [Stakeholder Overview](#).

The successful candidates will join a highly collaborative network of leaders and managers. Each academy is different, reflecting the aspirations and leadership style of its Principal and local community needs.

Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974: pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check, an online search, and other relevant checks with statutory bodies.

Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

We aim to

- ✓ Develop an effective partnership of schools that share a commitment to raising standards.
- ✓ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✓ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✓ Share expertise – both best practice and best practitioners.
- ✓ Develop all teachers and leaders through effective professional development.
- ✓ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

Our Vision and Values Statement

The Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.

Current Trust Academies and Designations

Our mantra across our partnerships embraces the following themes:

G

Great teaching and learning opportunities for all in the partnership

R

Real life opportunities to develop an understanding of the wider world

E

Enthuse a love of learning and mutual respect

A

Academic development to nurture potential for all

T

Thorough accountability

GHAT has access to a wide support network through our designations. These offer support to all of our schools.





JOB DESCRIPTION

Position: Midday Supervisor

Department: Raynville Academy

Pay range: Grade A1

Responsible to: Senior Leadership Team

Hours of Work: 5 hours per week, term time only

Prime Objectives of the Post:

To supervise pupils during the mid-day period, ensure that all pupils are supervised in all areas of the school.

Main Duties and Responsibilities:

- To supervise pupils and to ensure that school premises and grounds are supervised in a manner acceptable to the Principal.
- To supervise cloakroom areas and check washing of hands, toileting of children.
- Supervise children in the dining area and other areas of school
- Ensure that children are encouraged to try the food, use cutlery correctly, and observe table manners.
- Ensure that any spillage is wiped up immediately.
- To ensure that the Health and Safety is observed at all times.
- Supervise cleaning of tables and stacking of crockery and cutlery and scraping of plates.
- Ensure that children are appropriately dressed for the weather conditions.
- Circulate in the playground and any other area designated to you.
- Participate in training
- Be responsible for all children in care
- Read and follow policies in school including safeguarding and behaviour
- Gain an awareness of food intolerance and medical needs and act accordingly
- Organise games and activities for groups of children
- Supervise children and be a positive role model
- Inclement weather. Ensure that for these periods, you are aware of the areas available and for which children you are responsible.
- To report all accidents and incidents to the correct person, complete accident forms and safeguarding log.
- To be aware of the terms of employment.
- Be a good team member.



General

- To uphold the Nolan Principles of public life

Safeguarding

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people and vulnerable adults. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Notes:

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.



Person Specification: Midday Supervisor

Key to identification: A = Application I = Interview R = Reference

Qualifications/Training	Essential	Desirable	A/I/R
First Aid Qualification		✓	A/I
Training linked to SEN/Behaviour management		✓	A/I
L2 Award in Food Hygiene		✓	A/I
Experience	Essential	Desirable	A/I/R
Experience of working in a school		✓	A/I/R
Experience of working with children and young people		✓	A/I/R
Knowledge and understanding	Essential	Desirable	A/I/R
Good standard of education	✓		A/I/R
Knowledge of current safeguarding issues		✓	A/I/R
Empathetic to the needs of children and young people	✓		A/I/R
Knowledge of H&S procedures	✓		A/I/R
Skills and abilities	Essential	Desirable	A/I/R
Excellent interpersonal and general communication skills	✓		A/I/R
Ability to work independently and as part of a team	✓		A/I/R
Ability to build positive relationships with children and staff	✓		A/I/R
Ability to make day to day decisions	✓		A/I/R
Personal Attributes	Essential	Desirable	A/I/R
Calm, authoritative manner	✓		A/I/R
Able to apply a coming sense approach.	✓		A/I/R
To be able to work outside in all weathers	✓		A/I/R
Reliable and punctual	✓		A/I/R



► Reasons to work at Raynville Academy / Great Heights Academy Trust



A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



Career Opportunities

Career opportunities across the MAT.



Cycle to work scheme

Tax free cycle scheme.



Holiday package

The Trust provides staff with a generous holiday entitlement.



Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

