



*Achieving excellence together*

*Welcome to Carlinghow 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**

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CANDIDATE INFORMATION PACK

## ► Welcome

Dear Colleague,

I am delighted that you are considering the position of Midday Supervisor at Carlinghow Academy.

We are seeking to recruit an individual to work in our school who has the inspiration, drive, and motivation to make a difference to the lives of young people. It is a unique moment in time to join the team as we continue our exciting journey with Great Heights Academy Trust.

It gives me great pleasure to introduce myself as the Principal of Carlinghow Academy. Carlinghow Academy is a safe, warm, welcoming, and inclusive school where all stakeholders have the children's best interest at heart.

The children at Carlinghow Academy are amazing! They have shown resilience through change and have always put 100% into everything they do. They are well mannered, caring, inclusive and have a real love of learning.

As Head of School, I am immensely proud of this school and hope that the website gives you an insight into all the work that we do. If, you are considering applying for the position at this school, you are welcome to come and visit us. Please contact the school office to arrange a time to come and see our school in action.

I look forward to receiving your application, best of luck to all.

Yours sincerely,

Mrs M Fishwick

Principal



## Overview of the Position for Carlinghow 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 are keen to hear from candidates who have a successful background in working with young people and who are capable of playing a major role in our evolving plan to deliver exceptional 2-18 provision for the pupils in our growing MAT.

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. You will need to be an articulate and strong communicator with proven strengths in engaging, inspiring and motivating students and young people at all levels.

## 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 two secondary schools, (The Mirfield Free Grammar School and 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

|                        |                                  |
|------------------------|----------------------------------|
| <b>Position:</b>       | Midday Supervisor                |
| <b>Department:</b>     | Carlinghow Academy               |
| <b>Pay range:</b>      | Scale 2, Scale Point 2           |
| <b>Responsible to:</b> | Senior Leadership Team           |
| <b>Hours of Work:</b>  | 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.

**The Postholder Will:**

- Contribute to the overall ethos and aims of the school.
- Be aware of and comply with all school policies and procedures
- Follow direction to complete other reasonable duties that are relevant to the role.

**Statutory Requirements**

- It is aligned to the Local Government Terms and Conditions, set out in the statutory guidance.

**General:**

- To uphold the Nolan principles of public life.
- To take part in any CPD activities appropriate to the role.
- Attend school events as required.
- Assist in school emergencies, as required.
- Attend relevant meetings and training sessions.
- To undertake any other professional duties as required by the CEO/Board

**Membership of the Trust:**

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture and ethos within the trust.
- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
- To ensure all trust systems, policies, processes and procedures are adhered to as requested from the Trust post holders.

**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

| <b>Qualifications/Training</b>                                  | <b>Essential</b> | <b>Desirable</b> | <b>A/I/R</b> |
|---|------------------|------------------|--------------|
| First Aid Qualification   |                  | ✓                | A/I          |
| Training linked to SEN/Behaviour management                     |                  | ✓                | A/I          |
| L2 Award in Food Hygiene  |                  | ✓                | A/I          |
| <b>Experience</b>   | <b>Essential</b> | <b>Desirable</b> | <b>A/I/R</b> |
| Experience of working in a school                               |                  | ✓                | A/I/R        |
| Experience of working with children and young people            |                  | ✓                | A/I/R        |
| <b>Knowledge and understanding</b>                              | <b>Essential</b> | <b>Desirable</b> | <b>A/I/R</b> |
| 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        |
| <b>Skills and abilities</b>                                     | <b>Essential</b> | <b>Desirable</b> | <b>A/I/R</b> |
| 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        |
| <b>Personal Attributes</b>                                      | <b>Essential</b> | <b>Desirable</b> | <b>A/I/R</b> |
| 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 Carlinghow 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.

