



**CARLINGHOW**  
ACADEMY



**GREAT**  
**HEIGHTS**  
ACADEMY TRUST

*Achieving excellence together*

*Welcome to Carlinghow Academy, where we are currently looking to appoint a new Senior 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.*

 **GREAT**  
**HEIGHTS**  
ACADEMY TRUST  
A broad & strong 2-18  
offer for West Yorkshire



 **CARLINGHOW**  
ACADEMY

## Senior Midday Supervisor

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CANDIDATE INFORMATION PACK



## ► Welcome

Dear Colleague,

I am delighted that you are considering the position of Senior 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.



**GREAT HEIGHTS**  
ACADEMY TRUST

*Achieving excellence together*



**BOWLING GREEN**  
ACADEMY



**CARLINGHOW**  
ACADEMY



**COLNE VALLEY**  
HIGH SCHOOL



**MARSDEN**  
JUNIOR SCHOOL



**NIELSDS**  
ACADEMY



**RAYNVILLE**  
ACADEMY



**THE GREETLAND**  
ACADEMY



**THE MIRFIELD**  
FREE GRAMMAR



**WEST VALE**  
ACADEMY

**English Hubs**

Teamworks English Hub  
@ The Greetland Academy



**Great Heights**  
Research School  
West Yorkshire

Supported by the Education Endowment Foundation



**AA Teamworks**  
WEST YORKSHIRE SCITT



## JOB DESCRIPTION

<b>Position:</b>	<b>Senior Midday Supervisor</b>
<b>Department:</b>	Carlinghow Academy
<b>Pay Range:</b>	Scale 5, Point 5
<b>Hours of work:</b>	8 hours and 45 minutes per week per week, term time only
<b>Responsible to:</b>	Senior Leadership Team

### Prime Objectives of the Post

To assume overall responsibility for the supervision of children throughout the lunchtime period and to supervise and deploy the lunchtime staff, communicating instructions clearly and exemplifying high expectations.

### Main Duties and Responsibilities

- Supervise midday staff on a day-to day-basis, including compiling schedules, induction and training of new staff, arranging staff absence cover and consistently modelling good practice
- Lead in the introduction and setting up and review of a range of games and activities for children, to engage in during lunchtime play
- Act as a role model and effective team leader, when dealing with pupils and colleagues
- To make decisions in inclement weather conditions during the midday period and to identify areas to be used
- Deal with any first aid as necessary and to be able to complete necessary documentation, referring any serious injuries to the designated first aider
- To ensure the Class Teacher or a member of senior management is aware of any unusual occurrences over the lunchtime period e.g., accidents, incidents in the dining hall, or inappropriate behaviour in the playground
- To attend to the health, welfare and safety of children during lunchtimes, adhering to all school policies, including being aware of food intolerances, allergies and medical conditions of pupils
- To support the school's security procedures by challenging anyone on the premises with a school visitors ID badge and ensuring that the school office is informed.
- To arrange and attend meetings for catering/lunchtime staff and inset days when required

### The Postholder Will:

- Ensure own continuing professional development by attending training and development opportunities, when need is identified
- 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.

### **Membership of the Trust**

- To be a positive ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture and ethos within the trust
- To ensure all trust systems, processes and procedures are adhered to as requested

### **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.

### **General**

- To uphold the Nolan Principles of public life.
- To support the Trust climate for learning and a culture of achievement and high expectation.
- To act as a positive role model to staff, maintaining high professional standards and high levels of care for pupils.
- To fully participate in CPD and appraisal activities.
- This job description is not intended to be comprehensive and the job holder may be asked to perform other duties commensurate with the post as directed, to meet the needs of the Trust.

### **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>Skills, Knowledge &amp; Aptitude</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Ability to lead a team of Midday Supervisors and the introduction, implementation and review games and activities	✓		A/I/R
Ability to build positive relationships with children and staff	✓		A/I/R
Strong communication and organisation skills	✓		A/I/R
Ability to make day to day decisions and work using own initiative	✓		A/I/R
Ability to record clear accident reports etc.	✓		A/I/R
Promote the use of play and initiate games and activities	✓		A/I/R
Ability to maintain confidentiality at all times	✓		A/I/R
Knowledge of H&S procedures		✓	A/I/R
Skills in behaviour management of children		✓	A/I/R
<b>Qualifications &amp; Training</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Good standard of education	✓		A/I/R
Ability to participate and support others in mandatory training	✓		A/I/R
First Aid Qualification		✓	
Basic Food Hygiene Cert		✓	
Training linked to SEN/Behaviour management		✓	
L2 Award in Food Hygiene		✓	
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Experience of working in a school		✓	A/I/R
Previous experience of supervising staff		✓	A/I/R
<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Self-motivated	✓		A/I/R
Friendly and approachable	✓		A/I/R
Calm, positive and 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 & Punctual	✓		A/I/R
Empathetic to the needs of children and young people	✓		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.

