

# Midday Supervisor for the ARP



## RECRUITMENT PACK

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Proud member of Impact Education Multi Academy Trust

## Our Academy



It is with great pleasure that I welcome you, on behalf of the children, staff and governors, to Old Bank Academy.

Old Bank Academy is an inclusive school that caters for the needs of all children aged 4-11 years old. We pride ourselves on the friendly atmosphere of our school community, which enables our children to thrive and reach their potential in all aspects of their life. We are passionate about improving the life chances of young children in our school community and children are encouraged to develop themselves as fully rounded, emotionally intelligent individuals.

As part of Impact Education Multi Academy Trust, we are passionate about making a difference and inspiring children to be resilient and confident learners with a love for learning. Here at Old Bank, we want our children to be excited about learning and to develop their knowledge, skills and understanding across a wide curriculum. We believe in celebrating success and ensuring that children feel valued.

At Old Bank, we work in partnership with parents and carers. We value the contributions of a child's whole family and are committed to building strong links with the community. We know that the more parents are engaged in their child's learning, the more they will achieve!

We are a school **Where Every Pupil Grows.**

Mrs Judy Wood  
Headteacher



## Job Description

<b>Post:</b>	Midday Supervisor in the Additionally Resourced Provision
<b>Overview:</b>	To work within the Midday Supervisor Team to ensure the mid-day period operates safely, effectively and efficiently within the ARP
<b>Salary:</b>	Scale 2 SCP 3 – Actual Salary <b>£2,774.79</b>
<b>Hours:</b>	Fixed term (initially), term time only, 5.83 hours per week
<b>Responsible to:</b>	The Headteacher, Old Bank Academy
<b>Closing Date:</b>	Monday 5 <sup>th</sup> June 2023 at 9am

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## Core Purpose

To work within the Additionally Resourced Provision as a Midday Supervisor to ensure the mid-day period operates safely, effectively and efficiently with minimal issues.

To serve, tidy and supervise students during the mid-day period, working within academy policy for positive behaviour management, and to ensure that all students are supervised in all areas of the academy, including at lunchtime and playtime.

## Specific Duties & Responsibilities

- To assist in the delivery of an effective, high quality midday service for the academy to ensure a smooth and effective catering service is delivered
- To supervise students over the lunchtime period when: moving around academy (in the dining hall in the playground, inside during indoor play)
- To follow the academy policies and procedures, including positive behaviour management procedures and those with regard to Health, Safety and Hygiene.
- To provide appropriate help for students in the dining hall, including supervising students on special diets.
- To manage any accidents, carry out appropriate first aid where appropriate.
- Work as part of the midday team in keeping the dining hall safe and clean.
- To be aware of and follow academy policies and procedures.
- To be aware of confidential issues linked to home/student/academy work and to keep confidences appropriately.
- To carry out any reasonable request by management/supervisor
- To be aware of and safeguard the welfare of students in day-to-day dealings with them.

***Impact Education Multi Academy Trust is committed to safeguarding staff and students and expects all employees and volunteers to share this commitment. All posts are subject to an enhanced Disclosing and Barring Service DBS check. All interviews will include a question about Safeguarding and any anomalies identified in pre-recruitment checks will be discussed at interview.***



## Person Specification

Attributes	Essential	Desirable	How identified
<b>Knowledge &amp; Skills</b> <i>(Including any relevant or required qualifications)</i>	<p>Experience of working in a school environment.</p> <p>Experience of working with children or young people</p> <p>Good communication and interpersonal skills</p>		<p>Application</p> <p>Interview</p> <p>References</p>
<b>Personal and Professional conduct</b>	<p>Aware of safeguarding procedures and policies and understands the importance of confidentiality</p> <p>Willingness to undertake First Aid Qualification</p> <p>Willingness to undertake any training appropriate to the role</p>	<p>Child Care qualifications, e.g. NVQ.</p> <p>First Aid Qualification</p>	<p>Application</p> <p>Interview</p>
<b>Working with others</b>	<p>Able to work as part of a team.</p> <p>Ability to work within the academy's Health and Safety, Fire Evacuation and Positive Behaviour policies.</p> <p>Flexible approach and ability to adapt to a variety of situations</p>		<p>Application</p> <p>Interview</p> <p>References</p>





I am proud to welcome you to **Impact Education**. We are a diverse family of Primary, Secondary, Alternative Provision and All-Through Academies, serving young people and their communities in Calderdale and Kirklees, West Yorkshire.

Our **vision** is to be a Trust **where hearts and minds connect**; values-driven partners who work collaboratively to provide a high-quality whole education that impacts positively on our young people. We are on a **mission** to improve their life chances, challenging social disadvantage and championing inclusion. We believe in student agency and equipping our young people with the knowledge, skills and qualities to be successful in learning, life and work.

Our **people** are empowered to create, explore, share and learn from each other and the wider system. They have access to high quality continued professional development and learning. We work hard, but at the expense of wellbeing, and we want all our people to feel valued, respected and happy in their work.

Our **values** of Heart, Mind and Connect underpin everything we do and our **core principles** articulate how we will live these out.

If you are interested in learning more about our Trust, please make contact, there is so much to share.

Best Wishes,

Mick Kay  
Chief Executive Officer

## Our Trust Our Family



Our family of academies work collaboratively to create a trust **Where Hearts & Minds Connect** with value-driven partners to ensure education impacts positively on students, staff and communities we serve.



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## Benefits of Joining

All colleagues within our Trust will receive a planned induction to ensure that your career with us gets off to the best start possible. Our staff can also apply to take part in a range of external development programmes, including NPQs and other role-specific CPD is also actively supported.

You will also have opportunities to develop your skills and knowledge by working across the Trust on school improvement workstreams.

Staff wellbeing is important to us and colleagues new to the Trust will be automatically enrolled into our employee benefits platform 'Smart Hive', which gives access to a range of benefits:

- Car Benefit Scheme
- Cycle to Work Scheme
- Employee Assistance Programme (Including LifeWorks health & wellbeing portal & App)
- Face-to-face or telephone counselling (also available for immediate family members)
- Online Cognitive Behaviour Therapy (CBT) (also available for immediate family members)
- Gym Discounts
- Mobile phone deals
- Retail Discounts Scheme
- Westfield Health – voluntary Everyday Health Plan – e.g. claim back optical and dental payments

We also provide an online HR Policy handbook so that you can easily look up information on areas such as Maternity/Paternity leave, Attendance procedures and requesting special leave.

For further information about working for Impact Education MAT, please visit our website: [www.i-mat.org.uk/working-for-us/](http://www.i-mat.org.uk/working-for-us/)

## How To Apply

Please download and complete the application form on our website and send it to [hr@i-mat.org.uk](mailto:hr@i-mat.org.uk)

