



Recruitment pack

Mid-day Supervisor

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Welcome from the Academy Principal

The staff and pupils of Ambleside Academy would like to extend warm greetings to you. We want you to feel at ease here, and welcomed into a positive, friendly atmosphere.

At Ambleside Academy, we place a strong emphasis on creating a secure and caring environment, where all children can learn and grow as individuals.

Our school is a much larger than average sized primary school, located on the outskirts of the City of Nottingham. It is a three-form-entry school with up to 700 pupils on roll. Within our Early Years Foundation Unit is a Nursery, which has 68 places for both morning and afternoon sessions and also caters for children who can attend for 30 hours. The school population is richly diverse, and pupils represent a range of ethnic and faith groups.

Ambleside Academy provides excellent facilities for our school community: it has a bright and spacious building with large shared areas for practical work; beautiful library spaces; an efficient technological infrastructure; great indoor sports facilities; and fabulous school grounds for physical and outdoor education.

The school staff have developed a broad and relevant curriculum, which meets the requirements of the National Curriculum and needs of the pupils, and prepares them for the next stage of their education. We focus hard on academic learning, underpinned by the development of character strength. Ambleside Academy competes in local sporting events; provides residential and outdoor adventurous experiences; and encourages our pupils to engage with the cultural offer of our city and its locality.

Our staff team are committed, hard-working, and reflective - recognising that it takes each of our roles to ensure the success of our Academy.

We believe in our pupils and have strong aspirations for their futures.

Ms Jane Bromley BA(Hons) PGCE NPQH

Academy Principal

POST	MID-DAY SUPERVISOR
Reports to	Lead Supervisor
Salary range	FTE GLPC – A Points 1.5 (pro rata), Term Time Only
Contract type	Permanent, Part Time (7.5 hours per week)

The role in a nutshell

You will play a key role in the day to day school life of the children and staff you work with, by maintaining a good standard of behaviour that should be maintained throughout the lunchtime period.

As the Mid-day Supervisor, you will be a caring adult with the health, safety and welfare of the pupils always in mind, showing conduct which commands respect and ensures that the pupils behave appropriately at all times.

In this Academy, the main duties for a Mid-day Supervisor are:

- the safe supervision and welfare of all pupils within the designated areas throughout the lunchtime period of duty, (except those pupils engaged in activities supervised by a teaching member of staff, learning mentor or councillor).
- promoting the general care, inclusion and welfare of all pupils, through contributing to the overall ethos, school vision and work of the school.

Every member of our team contributes to the success of our academy. You will need to be ready for something different every day!

Why the school needs this role

The Mid-day Supervisor acts as a positive professional role model for the pupils at the school. This person will demonstrate a responsible caring attitude with regards to the health, safety and welfare of the pupils at all times.

The Mid-day Supervisor's conduct and supervision will ensure that the pupils behave at all times sensibly and quietly.

The opportunity

While each day can be incredibly diverse, the primary role of a Mid-day Supervisor is to support a good standard of behaviour during the lunchtime period.

Mid-day Supervisors are expected to contribute to the general care and welfare of all children who attend Ambleside Academy.

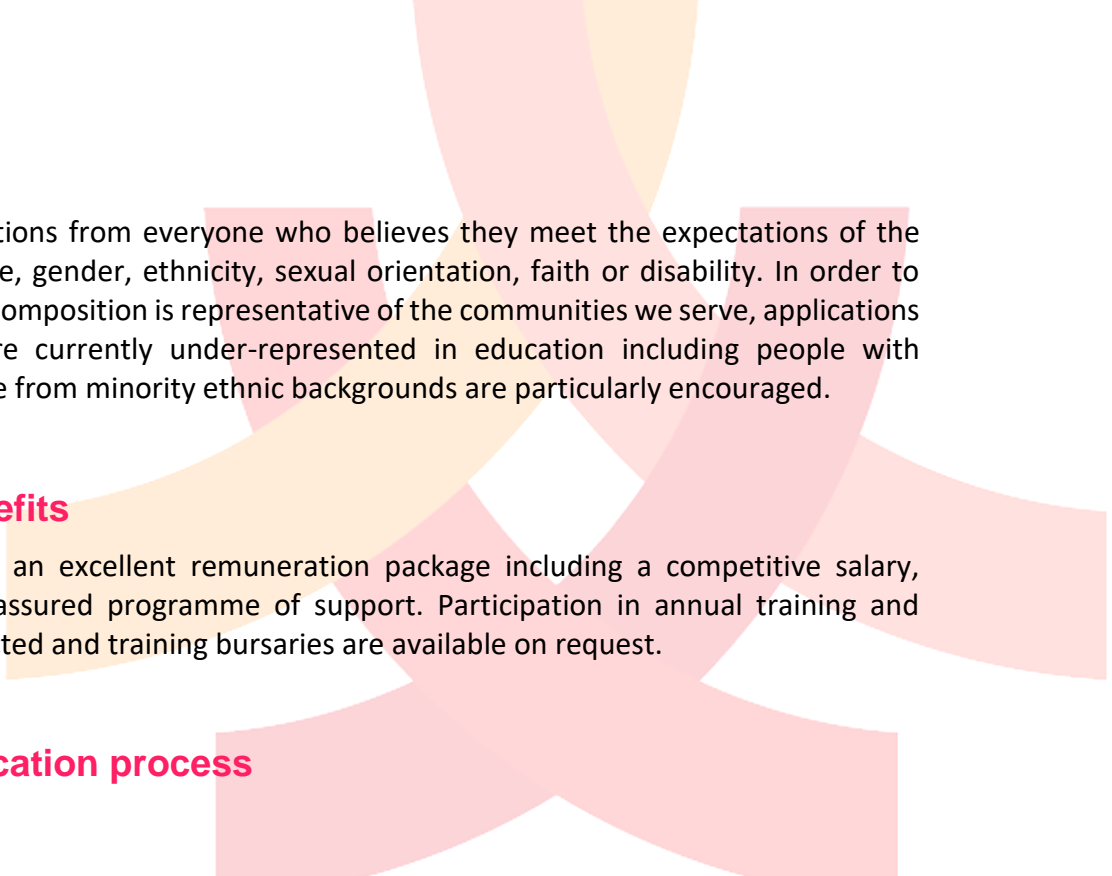
The school

Ambleside Academy is much larger than the average sized mainstream primary school in Aspley, Nottingham.

We are a three-form entry school with up to 700, including a nursery that can cater to 68 places in both morning and afternoon sessions. The school population is diverse, and our pupils represent a range of ethnic and faith groups.



Empowering through education



We welcome applications from everyone who believes they meet the expectations of the role, regardless of age, gender, ethnicity, sexual orientation, faith or disability. In order to ensure that our staff composition is representative of the communities we serve, applications from groups who are currently under-represented in education including people with disabilities and people from minority ethnic backgrounds are particularly encouraged.

About your benefits

The position attracts an excellent remuneration package including a competitive salary, pension and health assured programme of support. Participation in annual training and development is expected and training bursaries are available on request.

About the application process

If you meet the criteria and you are enthusiastic about the role, we would welcome your application. To complete the application you would need the following document(s):

1. Completed application form and associated documents through the portal which can be found at <https://www.raleightrust.org/work-with-us/current-vacancies/> .

If you would like an informal discussion with the Principal, please contact Jane Bromley on: j.bromley@ambleside.raleightrust.org

Only candidates requested for interview will be contacted. If you are not invited, we thank you for your interest in this exciting post with the Trust.

Person specification

GRADE: GLPC-A						
Areas of responsibility	Requirements	Measurement				
		P	A	T	I	D
Knowledge	<ul style="list-style-type: none">• Knowledge of basic hygiene• Knowledge of cleaning chemicals• Understanding of Health and Safety	✓ ✓ ✓	✓ ✓ ✓		✓ ✓ ✓	
Skills/Abilities Interpersonal	<ul style="list-style-type: none">• Ability to communicate effectively• Ability to establish positive relationships with colleagues• Reliability• Punctuality• Flexibility• Honesty	✓	✓ ✓ ✓ ✓ ✓ ✓		✓ ✓ ✓ ✓ ✓	
Skills/Abilities Other	<ul style="list-style-type: none">• Willingness to work with children• Professional and able to adhere to the Academy’s Code of Conduct		✓ ✓		✓ ✓	
Relevant experience	<ul style="list-style-type: none">• Experience of working in a school setting is desirable but not essential		✓		✓	
Work to promote mutual respect and good relations	<ul style="list-style-type: none">• Commitment to inclusive education• The desire to support a working culture which values creativity and openness and is sensitive to need		✓ ✓		✓ ✓	
Work Related Circumstances	<ul style="list-style-type: none">• Be willing to undertake training and development, as necessary, in order to enhance service delivery		✓		✓	
P: Pre-application A: Application T: Test I: Interview D: Documentary evidence						

General duties and responsibilities

- Control queues and movement to and from the dining areas.
- Mark the dinner registers and count the pupils to ensure the numbers tally.
- See that the overall arrangement for the pupils to dine promotes an orderly and pleasant meals service.
- Promote the high expectation of good manners by the pupils whilst they eat their lunch.
- Ensure pupils use their cutlery correctly, assisting those who have not grasped this skill to do so.
- See that any spillage is removed quickly. Have an arrangement that a floor cloth, dust-pan and brush can be easily obtained if required.
- See that meal trays are not left in dangerous positions, and tables are wiped when necessary.
- Supervise the return of crockery and cutlery by the pupils.
- Ensure and assist the pupils to leave the tables and chairs clean for the next sitting.
- See that all dining areas are left clean and tidy.
- Move around amongst the pupils within the area you are covering, taking an active involvement where needed.
- Avoid pupils hurting themselves or damaging property.
- Try to avoid pupils hurting themselves or damaging property. Deal with accidents, and ensure first aid is administered as soon as possible and ensure parents are notified.
- Deal with children's behaviour problems in accordance with the schools Behaviour Management policy and report persistent unruly behaviour and any serious incidents to the Lead Supervisor or Class Teacher.
- Prevent bullying, be aware of changes in friendships, encourage socialising and play, and participate actively in games when appropriate.
 - Discourage any dangerous activities, and deal with and report any unacceptable or challenging behaviour in accordance with school policies and guidelines.
 - Check toilet areas regularly for signs of pupils who may cause damage to and/or blockage of toilets/wash basins, and ensuring pupils are not loitering or playing in toilet areas.
 - Carry out any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into this job descriptions specific terms.
 - Attend relevant Continued Professional Development training to empower own role and professionalism further.

Skills required within duties

- Be able to work effectively and professionally as part of a team.
- Ensure fairness in organising queues of pupils.
- Ensure fairness and non-bias in dealing with reports of poor behaviour.
- Use good observation skills at all times in ensuring the well-being and safety of pupils whilst at work on the school premises.

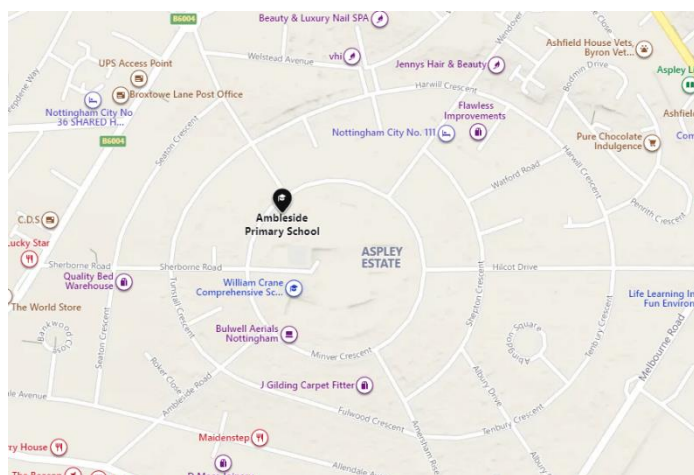
Support for the School

- Maintain positive and effective working relationships with pupils, colleagues and parents.
- Contribute to the maintenance of pupil safety and security as required.
- Review and develop own professional practice.
- Attend meetings as required from time to time, including INSET days and all Safeguarding training.
- Keep information and knowledge of pupils confidential within the school and not discuss events with the local community and friends.

All staff are expected to maintain high standards of customer care in the context of the Trust's Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer. The responsibility level of any other duties should not exceed those outlined above.

Address and contact details



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Ambleside Academy is a sponsored Academy within the Raleigh Education Trust.

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