

# **Midday Supervisor**

## **Candidate Information Pack**

### **St Andrews CE Primary**



# About Liverpool Diocesan Schools Trust

## We believe

Jesus said, 'Let the children come to me.' (Mt 19).

We believe that we are fulfilling this command when we enable children of all faiths and none to flourish in our schools. The Liverpool Diocesan Schools Trust (LDST) has an important role to play in improving the attainment of pupils across the Diocesan region.

## What is our Purpose?

**Working together with our school communities, providing an excellent education and life-enhancing relationships with the Christian faith and Jesus Christ.**

We do this through:

- Being a family of schools that is committed to well-being and supporting each other, so that all children, learners and staff across our Trust, flourish.
- Connecting with each other to share practice and provide an excellent education that is built on distinctly Christian values.
- A commitment to inclusion, ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.
- Strong bonds of collaboration, innovative approaches to education and a shared purpose amongst schools, families, and communities.

## What is our vision?

As a Diocesan Trust, our Christian values are intrinsically linked to our commitment to provide an innovative, high quality education, so that children and learners make excellent progress and fulfil their academic potential, by ensuring that:

- We live out our **Christian values** to **develop future citizens** who can contribute positively to a caring, compassionate nation.
- We share a Trust-wide commitment to providing an **education** that enables children and learners to **flourish and achieve** - academically spiritually, morally, socially, culturally, physically.

- We celebrate **diversity, address inequality, overcome disadvantage** and **raise aspirations** so that learners can achieve their **highest academic potential**.
- Access to an **inspirational curriculum** and **excellent teaching** enables our children to acquire a **deep body of knowledge** and a zest for **life-long learning**.
- Our schools can thrive under outstanding **local leadership**, accountable to the Executive team and Board of Directors.
- We identify **talents** and provide opportunities for **staff** to develop, pursue career developments and contribute significantly to **wider improvements**
- We maintain a strong emphasis on **safeguarding** and the **mental health and well-being** of all our pupils and staff.
- Our schools are self-sustaining, **inclusive learning communities** of professionals who **connect and collaborate** to **share best practice** and **innovative approaches rooted in informed evidence**.

## Our Core Values

### We value Difference

We are respectful of the:

- **Uniqueness** of each individual school
- **Differences** within each school and community

### We value Local

- Providing aligned support and central services to empower local leaders to make local decisions that meet the needs of the local communities

### We value Collaboration

- We value the opportunities to **collaborate** and work as a **team** to improve outcomes across our Trust

### We value Inclusion

- We welcome **all** and are committed to ensuring that **each pupil** receives an educational experience related to their **own** personal gifts or needs
- We celebrate **diversity** and the individual talents of our pupils and staff

We welcome pupils of all faiths and none

**We are a fully inclusive organisation and encourage applications from individuals from minority communities.**

# About St Andrews C of E Primary



Together in God's love we learn, inspire and grow.

Our mission is to see each child reach their full potential within a secure and caring environment. We seek to develop in our children an understanding of the Christian faith. We aim to be a welcoming and stimulating school that has strong links with home, our churches and the wider community.

St Andrews CE Primary is a popular and successful school. As a Church of England school our Christian values underpin all that we do, and we have close links with two local churches. We joined LDST in May 2018 to deepen these links and to continue to improve the education we provide to our children.

We are very proud of our 2022 OFSTED where we were rated as Good.

Our staff are committed to raising standards for all pupils. They pride themselves on working effectively together and in partnership with parents, to provide a caring and supportive learning environment.

We want children to enjoy their education and develop an enthusiasm for learning. To facilitate this we take full advantage of our fantastic surroundings including; a meadow, an adventure trail, and woodland. By integrating these into learning we provide a range of rewarding learning experiences that encourage, challenge and extend the abilities of our children.

We are proud of our school and encourage you to visit our website, which we hope will give you a real insight in to what makes us a truly successful and happy school.



# Job Description

Title: Midday Supervisor  
Salary: Grade 2 (£22,366 TFE) - £3,647.91  
Hours: 7 Hours 5 minutes per week  
Accountable to: Headteacher  
Location: St Andrews CE Primary

**Main Purpose: To provide support to our children over the lunchtime period**

**Main Duties:** To work as part of a team supporting and assisting pupils development and learning, facilitating access to dining and recreational facilities including physical and general care.

## **Key responsibilities:**

1. Leading structured lunchtime activities for children and encouraging child engagement.
2. Promoting positive behaviour and manners.
3. To monitor and encourage students to tidy away plates and litter after they have eaten so as to ensure that the hall and the surrounding areas are clean and neat.
4. Ensure any spillages are cleared away promptly to ensure the safety of children and staff at all times.
5. To support the school uniform policy and promoting the schools Christian values.
6. Support other staff in managing pupil behaviour during recreational and dining activities.
7. Report pupil behavioural issues in line with schools policies
8. Assist pupils to develop their independence through specific tasks.
9. Administer basic first aid and help to maintain records.
10. Promoting the schools lunchtime vision.

**Personal Attributes:** Dedicated, reliable, understanding and caring. The child's needs must come first.

## **Individuals in this role may also:**

1. Provide comfort and support to sick, ill or distressed pupils
2. Provide basic welfare support to pupils with special educational needs
3. Provide clerical and administrative support
4. Support pupils and parents / carers to improve attendance.

This job description is intended to clarify the main duties and responsibilities of the post, but it is not intended to be an exhaustive list of all the tasks undertaken by the post. **The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time**

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job commensurate with the salary and job title.

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.

# Person Specification – Midday Supervisor

<b>School Name</b>	<b>Essential (E) or Desirable (D)</b>
<b>Skills</b> <ul style="list-style-type: none"> <li>• Working with children – Understand and implement the schools behaviour policy and anti bullying policy.</li> <li>• SEND – Ability to understand and support children with developmental difficulty or disability.</li> <li>• Working with others – Understand the role of others working in and with the school. Understand the value and role of parents and carers in supporting children.</li> <li>• Teamwork – Ability to work effectively and positively with a range of adults.</li> <li>• Relationships – Ability to establish rapport and respectful and trusting relationships with children, their families and other adults.</li> </ul>	<p style="text-align: center;"><b>E</b></p>
<b>Qualifications and Experience</b> <ul style="list-style-type: none"> <li>• Specific Qualifications and Experience</li> <li>• Literacy- Good reading and writing (National qualification Grade C or above)</li> <li>• Numeracy – Good numeracy skills (National qualification Grade c or above)</li> <li>• Successful experience working with children or a school setting</li> <li>•</li> </ul>	<p style="text-align: center;"><b>D</b></p> <p style="text-align: center;"><b>D</b></p> <p style="text-align: center;"><b>D</b></p> <p style="text-align: center;"><b>D</b></p>
<b>Knowledge and Understanding</b> <ul style="list-style-type: none"> <li>• Health and Safety principles</li> <li>• First Aid</li> </ul>	<p style="text-align: center;"><b>D</b></p> <p style="text-align: center;"><b>D</b></p>
<b>Professional Values and Practice</b> <ul style="list-style-type: none"> <li>• Communication – Ability to communicate information clearly and coherently. Be able to listen effectively.</li> <li>• Reliability</li> </ul>	<p style="text-align: center;"><b>E</b></p> <p style="text-align: center;"><b>E</b></p>

# How to Apply

## Application Process

The application process for this role is a 2-stage process:

- Application form
- Interview

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions, or to submit your completed application form, please email [emma.ainsworth@ldst.gov.uk](mailto:emma.ainsworth@ldst.gov.uk) or call 0151 526 1378

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

**Closing Date: 4<sup>th</sup> November 2024**

**Interview Date: 7<sup>th</sup> November 2024**

**Start Date of Post: As soon as possible after Pre Employment checks are completed.**

## **Our Trust Prayer**

Heavenly Father,  
Let peace, friendship and love grow in our schools.  
Send the Holy Spirit to give  
excellence to our learning  
love to our actions and  
joy to our worship.  
Guide us to help others,  
so that we may all  
Learn, Love and Achieve, Together with Jesus.  
Amen