



Henry Hinde School
Midday Supervisor



Job Description and Person Specification

Welcome from the Principal

We are at the start of an exciting period for Henry Hinde as we look to start to amalgamate our Infant and Junior sites and we are looking for the right individuals with drive and vision to help us on this journey.

At Henry Hinde School, everybody counts. Staff and pupils will talk about the vibrant culture and support they get from each other – we truly are a community. Our key aim is to equip our children for a world of possibilities. We want to ensure that our pupils leave with the key skills in order for them to make choices about their future.

Our focus, as a Trust, is to provide the right environment for our academies to thrive in. At Henry Hinde, our ambitions of nurture potential, inspire community, and deliver excellence are deeply rooted in the very core of the school. We are seeking an individual who resonates with our vision, someone dedicated to ensuring that every staff member and pupil has the opportunities needed to maximise their potential in all aspects.

You are looking for the right school in which to develop and progress, to contribute to the success of others and to receive the support that you need to feel fulfilled in your role. We hope that you agree that Henry Hinde is exactly that kind of school. It's an exciting time for us as we strive to build on our successes, and we are on the lookout for an individual who shares the commitment and resilience to support this goal.

We welcome visits to Henry Hinde prior to application because we are proud that:

- Our pupils are motivated and want to succeed
- The variety of opportunities both within and out of the classroom provides all pupils with the opportunity to develop their interests and skills in a wide range of areas
- We're part of a values-led schools' trust – Transforming Lives Educational Trust – and feel well supported by the care, support, and opportunities this gives our pupils, staff, and community.

If you want to be part of a dynamic team, contribute to our excellence, and have high aspirations for young people, then Henry Hinde School is the right school for you!

We look forward to meeting with you, so that you too can appreciate our wonderful school and its vibrant community.

Fleur Edwards
Principal

About the Role

Thank you for your interest in the position of Midday Supervisor at Henry Hinde School.

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident enough to proceed with your application, as we aim to make the very best appointment possible.

So, who are we looking for?

Henry Hinde School is recruiting a Midday Supervisor to support group of up to 30 children over the lunch-time period.

The successful candidate will be able to communicate clearly and effectively with staff, pupils and parents.

You will enjoy support and guidance from a friendly team who work together and aim to give the best possible educational experience for their students. The post is very rewarding and is an exciting opportunity for...

- a talented and dynamic Midday supervisor;
- forward thinking and able to generate innovative ideas;
- committed to an experiential and creative approach to learning with high expectations of children's achievement and behaviour;
- a strong team player who thrives within a group of mutually supportive colleagues;
- committed to their own professional development.

We will offer you the opportunity to:

- work in a high achieving, popular and forward looking school;
- work with deeply skilled people who are whole-heartedly committed to the success of the whole team;
- develop your skills within a community who are deeply committed to improving the life chances of children and their families;
- develop professionally through individually tailored professional development.

The Transforming Lives Educational Trust is growing and there is great opportunity for progression. If you are a passionate individual with knowledge and experience of leadership, please apply now to be considered for an interview.

Our aim is to enable all students to achieve their potential academically and personally, regardless of ability or disability. We aim to increase whole school and community awareness of the importance of quality and equity of opportunity for all students and

are committed to providing an integrated and inclusive curriculum to meet individual needs, promoting positive achievement and independence for all.

Why work for Henry Hinde School?

- We are an Ofsted rated Good average sized infant and junior school committed to supporting all members of the school community to succeed
- We enjoy an excellent reputation in our local community
- You'll be working within a team of passionate, committed colleagues who genuinely support each other, and as part of our Trust family of colleagues where the sharing of expertise is the norm.
- Excellent opportunities to professionally develop and grow in the successful and expanding Transforming Lives Educational Trust, a growing Multi-academy Trust based within the local community.

What next?

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role at Henry Hinde School. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application, details on how to apply can be found at the end of this pack.

Job Description

Academy/College:	Henry Hinde Primary School – Grenville Site
Job Title:	Midday Supervisor
Contract	6.25 hours per week Monday to Friday either 11.45am – 1.00pm or 12.00pm – 1.15pm Term Time Only NJC02 £11.59 per hour
Responsible to:	Senior Midday Supervisor
Key relationships/Liaison with:	SLT All Staff Pupils
Job purpose:	To support groups of up to 30 children over the lunch-time period.
MAIN ROLE AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> • Work alongside other key members of staff including Teaching Assistant/s and class teachers in order to best understand and support the specific needs of the children • Supervise toileting and washroom activity • Escort children to and from the dining hall or alternative place that meal is to be eaten • Supervise collection of meals and assist with the use of cutlery/opening packaging • Assist children to eat their meal, if necessary – encouraging independence wherever possible • Assist pupils when returning used plates, trays, cutlery, glasses/beakers an/or lunchbox • Encourage the use of good manners, e.g. please and thank you • Supervise classroom and outside activities encouraging inclusion • Ensure orderly return to the classroom • Get to know pupils’ name, praise and use positive reinforcement to encourage appropriate behaviours, • Attend to minor accidents and/or attend to pupils who become unwell (in accordance with school policy and procedure) • Report to Senior MDS if accident occurs or if pupils fall ill 	

- Monitor pupil behaviour, intervening as necessary in accordance with the school behaviour policy and/or the child's Individual Education Plan (IEP)/Pastoral Support Program
- Report to Senior MDS any breaches of school rules
- Encourage pupils to engage in appropriate play and other games in the classrooms, playground or school field
- Model and lead games which encourage all children to take an active part at some point during play time
- Use a range of games, poems, songs and stories suitable for the age range during wet and at other times when the lunch group needs to be brought together
- Follow specific guidance detailed by professionals and/or those included on the child's IEP and/or Pastoral Support Program

Other duties and responsibilities:

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

The post holder will have a shared responsibility for the safeguarding of all children and young people.

The post holder has an implicit duty to promote the welfare of all children and young people.

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Person Specification

Job Title: Midday Supervisor
Responsible to: Senior Midday Supervisor

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children, and young people, and to be committed to promoting diversity and inclusion.

Specification	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> • Basic English and Maths • Evidence of further professional development 	<ul style="list-style-type: none"> • Safeguarding • First Aid • Manual Handling
Experience	<ul style="list-style-type: none"> • Working with children 	
Knowledge/Skills (Ability to)	<ul style="list-style-type: none"> • Good literacy and numeracy skills • Good organisational skills • Ability to build effective working relationships with pupils and adults • Skills and expertise in understanding the needs of all pupils • Knowledge of how to help adapt and deliver support to meet individual needs • Excellent verbal communication skills • Active listening skills • The ability to remain calm in stressful situations • Knowledge of guidance and requirements around safeguarding children 	<ul style="list-style-type: none"> • Working knowledge of relevant policies / procedures / codes of practice / legislation, including Data Protection and Child Protection

	<ul style="list-style-type: none"> • Good ICT skills, particularly using ICT to support learning • Understanding of roles and responsibilities within the classroom and whole school context 	
Personal Qualities	<ul style="list-style-type: none"> • Professional and confident • Enjoyment of working with children • Sensitivity and understanding, to help build good relationships with pupils • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Commitment to maintaining confidentiality at all times • Commitment to safeguarding pupil's wellbeing and equality 	

How to Visit and Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website (www.tlet.org.uk). Completed application forms should be emailed to careers@tlet.org.uk or posted to:

HR Department (Careers)
c/o Houlton School
Signal Drive
Houlton
Rugby
Warwickshire
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing careers@tlet.org.uk or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply, you should include a supporting statement with your application form (either within the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

Recruitment Timeline

- **Position advertised: 23 September 2024**
- **Closing date: 07 October 2024**
- **Final shortlisting: W/C 07 October 2024**
- **Final panel process: TBC**