



Information for applicants

Midday Supervisor

September 2024



Head Teacher's Message

On behalf of the children, staff, and governors of Claverdon Primary School, I extend a warm welcome to our school community. We are delighted that you are interested in learning more about our vibrant and dynamic school. As a Rights Respecting School, we take great pride in our commitment to learning about and raising awareness of children's rights while embracing our roles as global citizens. We believe it is our duty to contribute to the world's to-do list, embedding the language of the Rights of the Child throughout our curriculum, learning environment, and daily interactions.

At Claverdon Primary School, we view it as a privilege to support children in achieving their full potential as they embark on their educational journey. Our dedicated team is passionate about fostering an environment that prepares our children for an ever-changing world, cultivating lifelong learners who are committed to making a genuine difference globally. This journey begins with our mission: 'To inspire a passion for discovery, recognizing diversity, effort, and creative thinking within a nurturing environment.' We strive to ensure that every child feels valued and inspired to explore their unique talents and interests.

We take great pride in our school and are always eager to share our learning experiences with new team members. If you would like to see us in action, please contact us to arrange a visit. As a potential new employee, you will have the opportunity to experience first-hand the warmth and enthusiasm that defines Claverdon Primary School. We are excited to welcome you into our dedicated team and work together to inspire and support the next generation of learners to achieve their dreams and make meaningful contributions to the world.





About our school

Welcome to Claverdon Primary School, a vibrant and nurturing environment dedicated to the growth and development of every child. Nestled in the charming village of Claverdon, our school is surrounded by beautiful open countryside, providing a serene and inspiring setting for learning. We are proud to cater to approximately 200 enthusiastic learners, each bringing their unique energy and curiosity to our community.

Our school is organised into seven single-year classes, ensuring that each child receives focused attention and tailored instruction to support their individual needs. At Claverdon Primary School, we believe in fostering a sense of belonging and teamwork, which is why we have established four houses named after the picturesque surrounding areas: Kington, Holywell, Gannaway, and Yarningale. These houses not only encourage a spirit of friendly competition but also help our pupils to build strong, supportive relationships with their peers across different year groups.

From the moment you step through our doors, you'll feel the warm, welcoming atmosphere that defines Claverdon Primary School. Our dedicated staff, passionate about education, work tirelessly to create a positive and engaging learning experience for all pupils.

Whether you're a prospective parent, pupil, new team member, or a visitor, we invite you to become a part of our thriving school community and join us in our journey of learning and discovery.



About the role

We are excited to announce an opening for a **Midday Supervisor** at Claverdon Primary School.

We are looking for a dedicated and caring Midday Supervisor to join our team, playing a key role in ensuring that our children have a safe, enjoyable, and positive experience during their lunchtime break. The ideal candidate will be vigilant, approachable, and nurturing, providing supervision and support to pupils as they eat, play, and socialise. You will be responsible for overseeing the dining area, ensuring that mealtimes are orderly and pleasant, and for supervising playground activities, encouraging inclusive play and positive behaviour.

In this role, you will need to be observant and responsive, ready to handle any situations that arise with calmness and care. Building strong relationships with the children is essential, as is working closely with other staff members to maintain a secure and happy environment. Your ability to communicate effectively with both pupils and colleagues will help create a smooth and enjoyable lunchtime experience for everyone involved.

At Claverdon Primary School, we value midday supervisors who are committed to the wellbeing and happiness of our pupils. If you are passionate about contributing to a positive school environment and ensuring that every child enjoys their time at school, we would love to hear from you. Join us in our mission to create a nurturing and safe space where children can thrive.

We look forward to welcoming you to our team.



Job Description: Midday Supervisor

Note: These are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.

Job Purpose

Overview

- Supervise and ensure the safety and well-being of pupils during the lunchtime period.
- Works under the general direction of the Senior Midday Supervisor or other designated person in charge.

Responsibility for people (other than employees supervised/managed)

- The post has some impact on the well-being of individuals or groups (ie physical, mental, social, health and safety).

Responsibility for staff

- The post has limited (or no) direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

Responsibility for budget

- The post has no direct responsibility for financial resources.

Responsibility for physical resources

- The post has limited (or no) direct responsibility for physical resources, other than the handling and careful use of equipment.

Main Duties and Responsibilities

Typical tasks

- Supervise toileting and washroom activity
- Escort children to and from dining room
- Supervise collection of meals and assist with use of cutlery
- Assist pupils when returning used plates, trays, cutlery, glasses/beakers and clearing tables
- Supervise pupils eating food brought from home and ensure packed lunch equipment is cleared away
- Supervise classroom and outside activities, encouraging inclusion
- Ensure orderly return to classroom
- Attend to minor accidents or to pupils who become ill
- Report to SMDS if accident occurs or if pupil falls ill
- Monitor pupil behaviour, intervening as necessary in accordance with behaviour policy
- Report to SMDS any breaches of school rules.

Support to teacher

- Assist with lesson/activity planning, delivery and evaluation.
- Monitor individual/group achievements of key objectives and provide feedback to the teacher.
- Contribute to pupil assessment through observation and reporting.
- Record information relevant to assessment and review of pupils' progress.
- Attend IEP and statement review meetings if appropriate.
- Support implementation of strategies to manage pupil behaviour and help manage pupil behaviour.
- Active involvement in day to day management of the learning environment including responsibility for the care and preparation of teaching aids, equipment, materials and differentiated resources.
- Undertake routine and non-routine administrative tasks, e.g. produce worksheets, administer assessments.
- Liaise with parents/carers, specialist teachers and other professional staff, share and provide information.

Qualifications, training and likely abilities

- Literacy skills to be able to understand school policies and complete accident book.
- Be able to understand, comply and work within policies: e.g. school behaviour policy, child protection policy, health and safety etc.
- Be aware of cultural differences.

An annual review of this job description and allocation of particular responsibilities will take place as part of the annual Performance Management Review.



Further Details

Safeguarding and Protection of Children and Young Persons

Claverdon Primary School is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure.

How to apply

Visits to the school are encouraged. Please contact the school office on (01926) 842403 to arrange an appointment.

If you are interested in this post please email your application form, together with a letter explaining how you meet the job and person specification and what you can offer our school to admin2017@welearn365.com

Appointment details

The closing date for applications is Monday 21st October, 9.00am.

Interviews will take place on Thursday 24th October, to be confirmed with applicant.

The role will commence as soon as possible, pending the completion of all safer recruitment checks.

Further queries

If you have any further queries, please do not hesitate to contact Mr. Dan Powell, Head Teacher, on (01926 842403) or email admin2017@welearn365.com

Additional information

Find more school information about our school on our website at <http://www.claverdonschool.org>





Staff Wellbeing Charter

Welcome to Claverdon Primary School, where we hold our amazing team's wellbeing in high regard. Our **Staff Wellbeing Charter** not only highlights the measures in place to support our dedicated professionals in their roles but also underscores the incredible teamwork that defines our school. In this collaborative environment, our staff works harmoniously, ensuring everyone is equipped with the resources and encouragement they need to shine. This charter is a testament to our extraordinary team, recognizing and celebrating their contributions that play a vital role in our collective mission, our values and our success.

1 Lifestyle

- ✓ Generous approach to personal appointments and family events.
- ✓ Wellbeing Leads (staff and governor) available for staff to speak to.
- ✓ Staff inset time de-delegated to support workload.
- ✓ Communication curfews to protect personal time.



2 Time

- ✓ Flexible approach to dedicated PPA time from home.
- ✓ Dedicated leadership time for all leadership roles.
- ✓ Wellbeing day awarded to each member of staff.



3 Training

- ✓ Opportunities for career development actively encouraged and supported.
- ✓ Dedicated CPD session for staff wellbeing, including pulse surveys.
- ✓ Coaching model established with dedicated coaching sessions timelined for all staff.



4 Leadership

- ✓ HT/DHT open door policy, including out of hours.
- ✓ Clear communication – weekly staff briefings with deadlines carefully considered and timelined.
- ✓ Staff wellbeing item on all staff, SLT and governor meeting agendas.



5 Resources

- ✓ Complimentary tea, coffee and milk in the staffroom.
- ✓ Comfy and well resourced staffroom.
- ✓ Well resourced and organised curriculum.

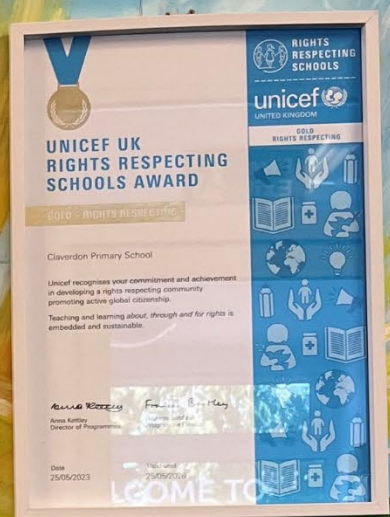
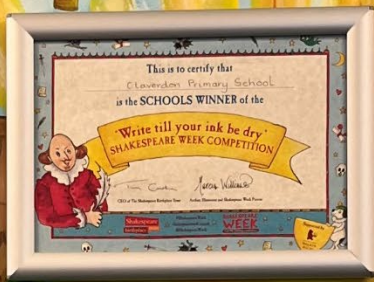


Responsible

Resilience

Respect

Claverdon Primary School





Claverdon Primary School

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