

# **Midday Supervisor**

## **Candidate Information Pack**

### **Parish CE Primary School**



# 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 Parish CE Primary School

Parish is a very successful, happy school built on Christian beliefs and values of Faith, Hope and Love.

It is a one form entry Church of England Primary school with an intake of 30 children each September. We also have a Pre-School Nursery which offers 30 hours per week placements and wraparound care.

Our dedicated and dynamic team at Parish work extremely hard to ensure that all our children are able to learn in an inclusive, safe and secure environment. We aim to provide a high-quality education, which enables each child to realise their full potential. We value strong partnerships with parents, governors, the Church and local community and work closely with them to ensure that our children leave the school as well-rounded individuals.

We were judged to be 'outstanding' by Ofsted in January 2022 and we were also awarded a 'Flourishing Church School' grading in our February SIAMs inspection.

In 2022 we were recognised as the 'Most Inspirational Primary School' at the prestigious Educate Awards and we also hold many educational accolades, such as the Early Years Quality Mark, Rainbow Flag Award, International Schools Awards and the School Games Gold Award.

We are exceptionally proud of our school and hope that our website will give you a real insight into what makes Parish a truly special place to work and learn.

<http://www.parish.st-helens.sch.uk/>



# Job Description

**Title:** Midday Supervisor

**Salary:** NJC SCP 3 £24,027 (pro rata £3,603) based on April 2024 pay award

**Hours:** 6.25 hours per week, term-time only

**Accountable to:** Headteacher / SLT/ School Business Manager

**Location:** Parish CE Primary School

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.

## Job Description

Supervision of pupils in the dining hall, playground areas and school premises and associated duties, including;

- Cleaning up spillages, clearing and cleaning tables.
- Supervising hand-washing and to assist and train children in their feeding and good table manners.
- Reporting all accidents to the Head or designated officers.
- Maintain good discipline and encourage high standards of pupil behaviour at all times.
- To engage in and initiate games and activities appropriate to the age of the children.
- Observe the boundaries of the role, complying with the school's Data Protection policy and Code of Conduct within the service area of the post and respecting other confidential information.
- Compliance with the school's Whistle Blowing policy.
- Compliance with the school's Health & Safety policy and associated safe working practices and guidelines.
- To comply with the school's comprehensive Equality, Diversity and Inclusion policy and practices.

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

We strive to achieve excellence and to not only maintain our school, but to improve and enrich our school. To achieve this, you will need to:

- > Champion and role model a culture of high aspirations and high expectations
- > Work flexibly to meet the changing demands and priorities
- > Ensure that all staff are respectful towards pupils, with an unshakeable belief in their entitlement to a high quality education
- > Engage with and promote the aims and objectives of both the school and LDST

<b>Parish CE Primary School</b>		<b>Essential (E) or Desirable (D)</b>
<b>Skills</b> <ul style="list-style-type: none"> <li>• Able to communicate well with staff and children</li> <li>• Training in First Aid</li> </ul>		<b>E</b> <b>D</b>
<b>Qualifications and Experience</b> <ul style="list-style-type: none"> <li>• Experience with children as a parent, carer, volunteer or in previous employment</li> <li>• Willingness to participate in other development and training opportunities</li> <li>• Hold relevant qualifications at a level equivalent to an NVQ Level 2</li> <li>• Experience of working with children in an educational setting</li> </ul>		<b>E</b> <b>E</b> <b>D</b> <b>D</b>
<b>Knowledge and Understanding</b> <ul style="list-style-type: none"> <li>• Awareness and an understanding of issues of inclusion</li> <li>• Knowledge and understanding of child development</li> </ul>		<b>E</b> <b>D</b>
<b>Professional Values and Practice</b> <ul style="list-style-type: none"> <li>• Able to enthuse and inspire</li> <li>• Willingness to be flexible and contribute to the wider school</li> <li>• Energy and a good sense of humour</li> <li>• High personal and professional standards</li> <li>• Positive, enthusiastic, highly organised and patient. Ability to work flexibly within a small team and use own initiative</li> <li>• Calm under pressure</li> <li>• Ability to promote positive values, attitudes and behaviour that are expected from the pupils in accordance with the schools aims</li> </ul>		<b>E</b> <b>E</b> <b>E</b> <b>E</b> <b>E</b> <b>E</b> <b>E</b>

# 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 contact Mrs Rachel Clare (SBM) at [rachel.clare@ldst.org.uk](mailto:rachel.clare@ldst.org.uk). To book a place for the school viewing please contact the school office on 01744 678430.

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:** Friday 9<sup>th</sup> May 2025 at 9am

**Interview Date:** Friday 15<sup>th</sup> May 2025

**Start Date of Post:** Monday 9<sup>th</sup> June – this can be negotiated based on current circumstances.

**To ask any questions, or to submit your completed application form, please email Mrs Rachel Clare, School Business Manager at [rachel.clare@ldst.org.uk](mailto:rachel.clare@ldst.org.uk) or call 01744 678430.**

## **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