



Transforming Lives

EDUCATIONAL TRUST

Midday Supervisor

Recruitment Pack December 2023

Contents

Section	Page
About Transforming Lives Educational Trust	3
The TLET Way	3
Why work for TLET?	5
About the role	6
How to visit and apply	7
Job Description	8
Person Specification	10

At Transforming Lives Educational Trust, we want to change the future

Our academies are places where staff thrive and children flourish, equipped for a world of possibilities, and ready to make a difference to others.

We believe that nothing compares to the transformative power of learning and its singular ability to broaden horizons, deepen perspectives, and extend potential. We know that the very best schooling unlocks the doors of the future, and that all children deserve the best daily deal, every day.

We believe in the dedication and talent of our staff, who deliver greatness in every corner of our Trust. This inspires us to make sure we take the very best care of them, as well as the children and young people in our academies.

Our family of primary and secondary academies work together to provide the best start for our children and young people, and our Trust is the natural home for forward-thinking and innovative practice, led by dedicated and talented staff.

As a successful and growing family of academies, we have developed the size and scope to be far more than the sum of our parts.

The TLET Way

OUR AMBITIONS -

As a Trust family, our shared ambitions drive everything we do, we call this 'The TLET Way'.

Through the transformative values of courage, kindness and loyalty, together we:



NURTURE POTENTIAL

We flourish in the places we create together.



INSPIRE COMMUNITY

We champion each other to make a difference.



DELIVER EXCELLENCE

We strive to achieve our best.

Our Academies



Our Team

Without exception, everyone is deeply committed to the very highest outcomes, regardless of their role, recognising the strength of collective contribution and effort.

Leaders

Academy leaders, driven by exceptional Principals, focus relentlessly on pupils and their outcomes, with everything else as peripheral. They are restless in their leadership, seeking ever better ways to improve in a culture of success. They do what it takes to make the difference.

Central Team leaders, motivated by an inspiring Executive, lead high performing teams who add value to our academies by providing the environment in which others thrive. They unburden academy leaders, enabling them to keep the main thing, the main thing - pupil outcomes.

Governance, for our academies and for the Trust, is robust, rigorous and proportionate, providing professional support and challenge so that leaders strive to the limit of what is possible with a sharp focus on outcomes and excellence.

Our leaders never allow the urgent to distract them from the important, navigating a clear route to long-term success.

Teachers

Our teachers are highly effective in the classroom, both in the uncompromising quality of their teaching and in the perceptive and individualised attention they give to pupils. They are passionate about the subjects they teach and dedicated to the children in their care. Our teachers are carefully recruited and expertly supported to make sure they, like our pupils, are always at the top of their game.

Support Staff

Our support staff are the backbone of our organisation and are specialists in their areas of responsibility. Like our teachers, they are well-trained and highly effective at ensuring the smooth operation of our Trust day in, day out.

Why Work for TLET

At TLET, we want to be an employer of choice for our employees.

We believe that the children and young people in our care deserve the very best staff who are highly effective at what they do. We want our employees to take great pride and satisfaction in their work. This means that one of our

fundamental priorities is to ensure that all of our employees feel valued, knowing that the role they fulfil is vital to transforming the life chances of others. Put simply, we are loyal to our employees and receive their loyalty in return.

Comprehensive Induction

When joining TLET, you will have access to a detailed induction programme which is designed to ensure you feel confident in your new role from your first day with us. This is led by our HR team in partnership with your line manager and focuses on our culture, safeguarding, site orientation, key people and TLET expectations, among other things. We know the importance of a great start for our children and young people when they join one of our academies, so we place just as much importance on the way new employees transition into TLET.

Tailored Training

We believe in giving our children and young people the best daily deal. To this end, all of our employees have access to individualised performance development programmes and tailored training to ensure we are all restless in our pursuit of excellence. We work with the respected training providers such as ECM Consultants, Challenge Partners and our own TLET Education Improvement Service, harnessing a blended training platform of virtual and face-to-face sessions.

Tending the Team

At TLET, we recognise that working in schools is extremely rewarding, but we haven't lost sight of the fact that it is often challenging and burdensome. All our employees have access to our TLET wellbeing offer to promote your mental and emotional wellness. This centres around a suite of staff provision such as bitesize online wellbeing training to help maintain work-life balance, free access to professional counselling and even shopping vouchers! In short, we take care to care.

TLET Central Team

As an employee at TLET, you will benefit from our extensive and expert Central Team who are based in Rugby making them highly accessible and responsive. The Central Team delivers leadership, finance, estates, business operations, HR and IT expertise to our academies with the intention of making it easier for others to do their job. Our Central Team works in partnership with our academy leaders to ensure that support is tailored to the needs of each academy.

Furthermore, we follow the School Teachers' Pay and Conditions Document, the National Joint Council guidelines and recognise continuity of service for all employees joining TLET to ensure that our employees are looked after well compared with others in different settings.

About the Role

Thank you for your interest in the position of a Midday Supervisor at Henry Hinde Infant School in supporting groups of up to 30 children over the lunch-time period.

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 of 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 to proceed with your application as we aim to make the very best appointment possible.

So, who are we looking for?

This 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.

Our Lunchtime Supervisory team play a very important role within our school. Lunchtimes are a vital part of the school day. It is the time that children refuel, let off steam, build friendships, play creatively and learn through structured activities and games. Learning is at the heart of everything we do in our school and lunchtimes are organised to provide a range of opportunities for our children to learn to get on together, sharing, taking turns, encouraging good manners, kindness and respect for each other. All staff in our school are responsible for being good role models for our children.

Why work for Henry Hinde Infant School?

- We are an average sized infant school committed to supporting all members of the school community to succeed
- We are a good school, with an excellent reputation in our local community
- You'll be working within a community of passionate, committed colleagues who genuinely support each other
- Excellent opportunities to 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 Infant 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.

How to Visit & Apply

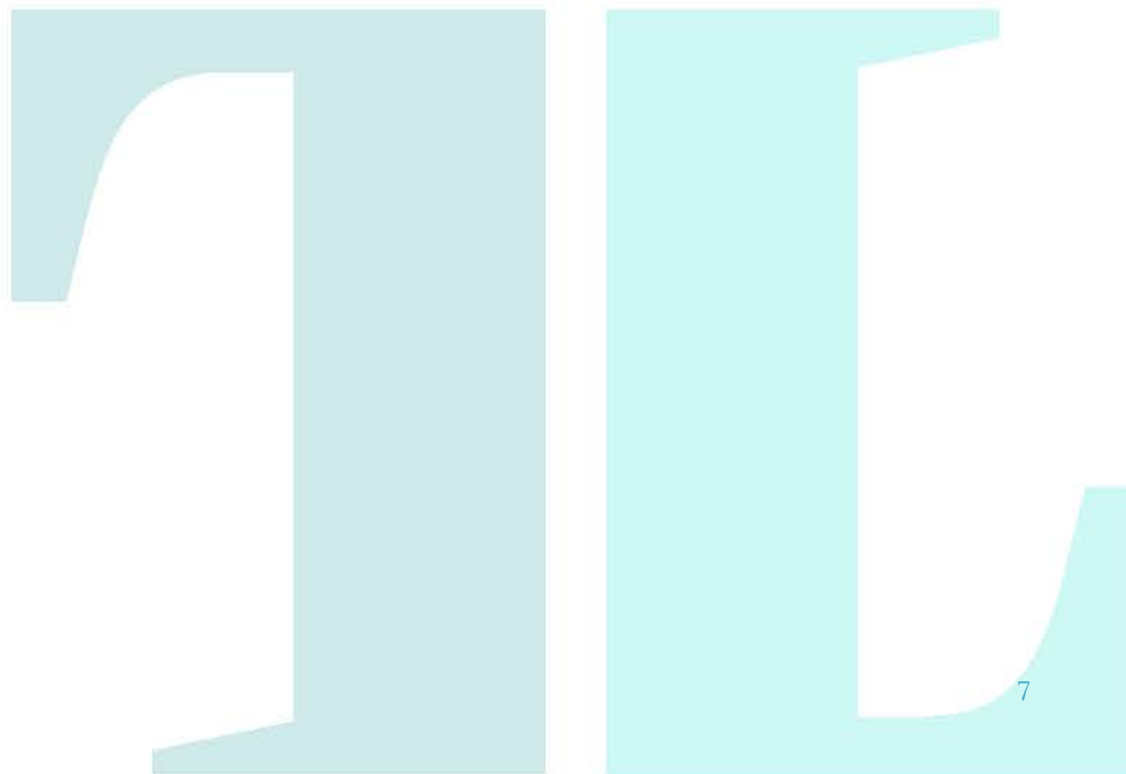
Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our [website \(www.tlet.org.uk\)](http://www.tlet.org.uk). Completed application forms should be emailed to careers@tlet.org.uk or posted to:

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 in 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.



Job Description

Role:	Midday Supervisor
Hours:	6.25 hours per week Monday to Friday 12.00 – 1.15pm
Working weeks:	Term time only
Salary:	NJC02 (£11.59 per hour)
Contract	Support Staff terms and conditions Term Time Only
Responsible to:	Senior Midday Supervisor

MAIN ROLE AND RESPONSIBILITIES:

- 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.

Person Specification

Job Title:	Midday Supervisor
Reports 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	Basic English and maths	Safeguarding First aid Manual handling
Experience	Experience of working with children	
Knowledge/Skills (Ability to)	<p>Good literacy and numeracy skills</p> <p>Good organisational skills</p> <p>Ability to build effective working relationships with pupils and adults</p> <p>Skills and expertise in understanding the needs of all pupils</p> <p>Knowledge of how to help adapt and deliver support to meet individual needs</p> <p>Excellent verbal communication skills</p> <p>Active listening skills</p> <p>The ability to remain calm in stressful situations</p> <p>Knowledge of guidance and requirements around safeguarding children</p> <p>Good ICT skills, particularly using ICT to support learning</p> <p>Understanding of roles and responsibilities within the classroom and whole school context</p>	Working knowledge of relevant policies / procedures / codes of practice / legislation, including Data Protection and Child Protection

Personal Qualities	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	
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All posts within TLET are subject to pre-employment and vetting checks, including reference checking and enhanced disclosures checks with the Disclosure and Barring Service (DBS).

