

**The Weatheralls Primary School**

*Creating an inspiring learning community*



## Midday Supervisor, Casual

Closing date: 10am, Tuesday 11 March 2025

*Please note that we reserve the right to close this vacancy early if sufficient applications are received*



**Staploe Education Trust**

*Excellence through partnership*



# Welcome from The Executive Headteacher

Dear Applicant

I am delighted to introduce you to Staploe Education Trust. We pride ourselves on schools which are great places to work. We support professional and personal development, providing and creating opportunities for our colleagues to progress, whatever their aspiration. We have high expectations of ourselves and of one another, and the culture of our Trust is one of professional collaboration across and between schools. We are successful because we work together.

Staploe Education Trust is a relatively small Trust with four very different schools. We serve our community through every phase of a child's school journey. Together, our schools provide a high-quality pre-school, primary and secondary learning environment for children, with a strong ethos of achievement, rich curriculum experiences and inspiring opportunities.

Our schools depend upon great teachers, but over half our colleagues are highly valued support staff. Those colleagues work in a variety of roles, some of them classroom-facing, others office based. All our support staff make a crucial contribution to the smooth running of our schools and, importantly, have a positive impact on the learning of our children and young people even if they don't work directly with children and young people. In all our support roles, you will find yourself part of an effective and supportive team which shares our wider, common purpose of providing high quality of education for our community.

I hope that you will have a good look at what we do and that The Weatheralls Primary School might be the right place for your next move.

Yours faithfully



Dr Carin Taylor  
**Executive Headteacher**



# School Information

## The Weatheralls Primary School

*Creating an inspiring learning community*



The Weatheralls Primary School is at the heart of the community. We are a large rural primary school, with a PAN of 90 per year group. Our purpose built school includes classrooms situated over two floors, two halls, a library, a sensory room, on-site catering and staff rooms. Our spacious grounds include playgrounds, a playing field, forest school area, pond and quiet outdoor learning spaces.

We hold high expectations of the pupils in our school, striving for them all to achieve and grow as learners. Our pupils will make progress confidently, from their own starting points, as they are taken on a learning journey by highly trained staff who understand the cognitive science of learning and have a therapeutic approach to managing behaviour. We believe that positive experiences inspire children to dream and hold high aspirations of themselves, which embed through our curriculum offer.

Our staff are committed to ensuring that the pupils of The Weatheralls Primary School possess the values that enable them to live well in society and prepare them to deal effectively with the challenges of the modern world. We value pride, perseverance and positivity. These values are embedded in all that we do.

Visitors note our calm environment, how polite our pupils are and comment positively on the welcoming space.

## Staploe Education Trust

*Excellence through partnership*



The Weatheralls Primary School is part of Staploe Education Trust. The Trust was founded in 2012 and operates four schools in East Cambridgeshire. Our schools work in close collaboration to maintain high educational standards and to give all young people the best possible future. All our schools share a commitment to provide outstanding learning, opportunity and care for the communities they serve.

In our schools you will find staff and young people with high expectations for behaviour and achievement. You will find a culture of collaboration and respect where relationships are very good and provide an environment in which young people flourish.

We have an able and outward-looking Board of Trustees which work closely with our School Advisory Bodies and our various Trust committees. Everyone involved in our governance brings experience and wide-ranging skills, along with a deep commitment to further the aims of the Trust on behalf of the young people in our communities.

# Midday Supervisor, Casual

## Contract:

Casual

## Working Pattern:

Mon-Fri

12.10pm — 1.25pm

Term time only

## Reporting to:

Midday Coordinator

## Salary:

£12.26 per hour

(dependent upon qualifications, skills & experience)

The Weatheralls Primary School are looking to appoint a midday supervisor to join their team.

In this role you will ensure the safety and wellbeing of children during the lunchtime period, supporting the school's policy for promoting positive behaviour. The successful candidate will encourage and lead positive and active play experiences and opportunities, come rain or shine!

Our school ethos is built upon three values (pride, perseverance and positivity), three rules (Be Ready, Be Safe, Be Respectful) and three rights (Everyone has the right to Learn, feel Safe, be Respected) and pupils and staff embody these values throughout everything they do. If you think you can embody these with us, then we could be the school for you.



# Midday Supervisor

## Job Description

The post holder will be required to demonstrate a continual positive commitment to the Trust's policies including those relating to safeguarding children, health & safety, and equal opportunities. You will be committed to safeguarding and promoting the welfare of young people, a responsibility we expect all our staff to share

### Job Purpose

- To ensure the safety and wellbeing of children during the lunchtime period, supporting the school's policy for promoting positive behaviour and safeguarding.

### Principal Accountabilities

- To actively supervise pupils during the lunch period in the dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental wellbeing of pupils and the maintenance of good order and discipline
- To report to the Midday Coordinator at the beginning of the lunch period and receive any instructions with regard to duties
- To monitor the behaviour of pupils, discouraging in a positive way any anti-social behaviour and reporting any incidents to the line manager as appropriate
- To ensure the safety and wellbeing of children, providing emotional support where necessary
- To arrange, supervise and support appropriate activities, under the direction of the line manager and encourage positive play
- To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures
- To act as a first aider (after appropriate training where necessary)

### Dining Hall and Classrooms

- Before pupils enter the dining hall, ensure they have visited the toilet and washed their hands where appropriate
- To organise the dinner queue and entrance of pupils into the dining hall and from the dining hall to the playground, ensuring good behaviour and a calm atmosphere. To deal with any misbehaviour that may occur in accordance with the school's positive behaviour policy. Report, as appropriate, incidents to the line manager
- To supervise the children while they are eating, joining the playground staff on completion
- To encourage all pupils to eat, but especially those with special needs or disabilities, and to assist children with cutting up food, pouring water etc where appropriate
- To encourage social skills and good table manners, ensuring safety with knives and forks
- To clean up spillages of food and organise clearing cutlery and crockery from tables

## Playground

- Where appropriate, to collect pupils from classroom(s) ensuring that they are adequately dressed for the weather conditions
- Ensure the children are safe and supervised at all times, staying vigilant to strangers that may seek children's attention through the school boundaries. Report any concerns or unusual events to the Midday Coordinator

## School Premises

- To supervise pupils on the school premises, in the hall, classroom(s) and through corridors when they are unable to go outside due to inclement weather
- To ensure that when classrooms are used during the midday break because of inclement weather, children are quietly occupied and that the classroom is left tidy, ready for afternoon lessons at 1pm
- To check toilet areas regularly to ensure that they are clean and being used appropriately, reporting any problems to the line manager

## Other

- To take part in training appropriate to the role, including first aid training
- To take part in any performance management arrangement made by the school
- To undertake any other duties that may be required from time to time, as appropriate to the role, under the direction of the Headteacher

The job description will be reviewed after one term and then annually



# Midday Supervisor

## Person Specification

Staploe Education Trust and its schools are committed to safeguarding and promoting the welfare of children and young people, and expects all adults working within our Trust to share this commitment

Education and Qualifications	Essential	Desirable
First Aid training / qualification		✓
Trained in organising play activity		✓
Experience		
Experience of supervising children	✓	
Knowledge of managing the behaviour of groups of children	✓	
Previous experience as a lunchtime supervisor		✓
Previous experience of working with groups of children on a voluntary or paid basis		✓
Knowledge and understanding of child development and social interaction		✓
Knowledge and understanding of the value of constructive play opportunities		✓
Skills, Knowledge and Aptitude		
Able to work as part of a group and individually	✓	
Able to inspire trust and confidence in children	✓	
Willing to encourage high standards of behaviour at all times	✓	
Able to liaise with parents in a professional manner; observe the boundaries of the role, and respect confidential information	✓	
Able to initiate games and activities appropriate to the age of the children	✓	
Ability to relate to children on their level	✓	
Ability to remain calm in a crisis	✓	
Clear communicator	✓	
Able to understand what safe and sensible play looks like	✓	
Able to take responsibility for dealing with incidents as soon as they occur	✓	
Ability to converse at ease and give instructions in accurate spoken English	✓	
Support and encourage children's play activities		✓
Recognise behaviour giving cause for concern, and inform teaching staff		✓

<b>Skills, Knowledge and Aptitude, cont'd</b>		
Examine systems critically, and suggest ways of improving efficiency		✓
Able to deal with awkward playground situations, e.g. aggression, injury, upset children		✓
Flexible approach to work – willing to work in different roles and with different groups of children		✓
Able to lead playground activities		✓
Ability to speak an additional language		✓
<b>Attributes</b>		
Reliable	✓	
Approachable and empathetic	✓	
Committed to safeguarding all children in our care	✓	
Committed to equal opportunities for all children	✓	
<b>Other</b>		
Willingness to be flexible	✓	
Willingness to undertake further training/development opportunities	✓	
Evidence of relevant professional development	✓	
A commitment to developing the professional skills of yourself and others	✓	

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You must meet the essential criteria in order to be shortlisted for this post and it would be advantageous if you meet the desirable criteria



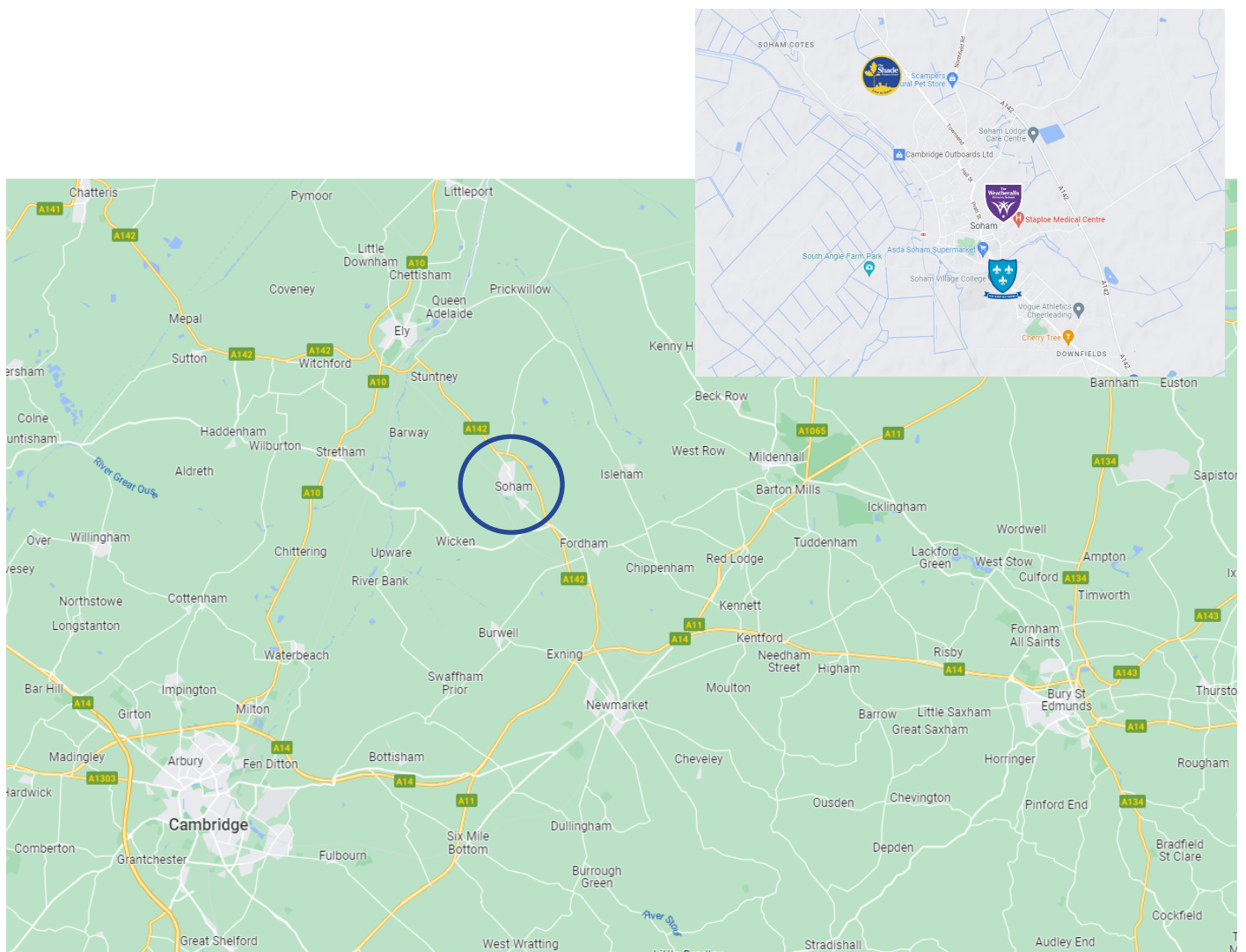
# Town Information

Soham is an expanding town, in the heart of East Cambridgeshire, located between Newmarket and Ely with a population of around 10,000 people.

There is a strong community within the town and this is evident when Soham hosts one of its many events. For example, the Soham Carnival is always very popular and the local primary schools love to join in with decorating floats and taking part in the parade which goes through the town, raising money for local good causes.

The town boasts a wide range of facilities including a library, sports centre, theatre, a number of independent shops and also supermarkets and a post office.

Soham has good public transport links to the surrounding towns and villages. The town has recently successfully campaigned for a new train station and this was opened in December 2021, providing a stronger connection with Cambridge and London, among other desirable places.



# Terms of Appointment

## **Disclosure & Barring Service Check**

This role requires an Enhanced Disclosure and Barring Service (DBS) check. Any offer of employment we make to you will be conditional upon the satisfactory completion of these checks; whether an outcome is satisfactory will be determined by the Trust.

## **Equality & Diversity**

The Trust and each school are committed to promoting equality. The Trust is an equal opportunities employer. All appointments are made based on merit. All staff have equal access to all benefits, services, facilities and opportunities.

## **Health Declaration**

Appointments will be subject to a satisfactory pre-employment health check.

## **Hours of Work and Working Pattern**

The hours of work for this position will be specified on the job description and advert.

## **Online Searches**

We will undertake online searches of all shortlisted candidates prior to interview.

## **Pension**

You will automatically be enrolled into membership of the Local Governments Pension Scheme.

## **Probation**

Appointments will be subject to satisfactory completion of a probationary period of 6 months.

## **References**

Offers of appointment will be subject to the receipt of satisfactory references.

## **Right to work in the UK**

We have a legal responsibility to ensure that you have the rights to work in the UK before you can start working for us. If you do not have the rights to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

## **Qualifications**

The person specification for this position lists essential and desirable qualifications. Please note that if you are offered the post you will be asked to provide your relevant original certificates of all essential qualifications.



# What Staploe Education Trust can offer

## Our investment in you

### Professional Development

The Trust and each of its school are committed to staff development. As a staff member you will have access to:

- Opportunities for professional development through bursary and CPD programmes
- Regular performance management and appraisal review
- Trust training sessions

## Wellbeing

### Employee Assistance Programme

Our staff have access to an Employee Assistance Programme (EAP). It is an invaluable resource for every individual working in our Trust and accessible to immediate family members too. The service promotes emotional wellbeing and enhances personal effectiveness.

The EAP is a confidential service which offers support, information and guidance on a range of subjects and areas, 24 hours a day, 365 days a year.

### Access to Blue Smile

Blue Smile is available to staff members who have an emotional component to their role, and can offer both emotional and strategic support in managing these elements.

### Flu Vaccinations

The Trust provides the opportunity for all staff to receive a free flu vaccination each year

## Additional Benefits

### Pay

We provide automatic service-related pay progression for most grades and an annual cost-of-living salary increase in line with national recommendations.

### Pension

As an employee of Staploe Education Trust you are automatically enrolled into membership of the Local Government Pension Scheme.

As well as employee's paying contributions into the scheme (banded, based on earnings level) Staploe Education Trust also pays into the scheme on your behalf, regardless of earnings.

For associate staff the Trust's contributes a minimum of 16.2% of your salary.

### Parking

There is the capacity to park at each of our schools.

Cycle sheds are available in all schools to encourage cycling to work.

### Catering

On site catering provision is available at our schools.

### Computers & Software

Employees can download Microsoft Office applications at no cost on a limited number of personal devices. Eligible employees also have access to the Trust's One Drive for Business through this arrangement, providing them with 1TB of online storage.

Staff have the opportunity to purchase re-conditioned ICT equipment.

### Local Gym Membership

Access to reduced gym membership at the local sports centre.

# How to Apply

We are unable to accept CVs. To apply, please complete an online application form by creating a Face-Ed account. Please follow the link on the vacancy page of our website.

Informal enquiries are welcomed and should be directed to Duncan Poyser, email: [office@weatheralls.cambs.sch.uk](mailto:office@weatheralls.cambs.sch.uk) or tel: 01353 720456

If you have any queries regarding the application process please contact the Trust's HR team:  
[hr@staploeeducationtrust.org.uk](mailto:hr@staploeeducationtrust.org.uk)  
tel: 01353 724100 ext. 1102

The closing date for applications is:  
Tuesday 11 March 2025, 10am

