



Miers Court Primary School

Candidate Briefing Pack Midday Meals Supervisor





Welcome to

The Howard Academy Trust

As a Trust, we currently comprise of Medway secondary and primary schools. We have future growth plans as a Multi Academy Trust with major projects taking place across the organisation.

Our overarching aim and vision is for our member schools to deliver an outstanding education for children and young people. We endeavour to ensure that all our students have access to the highest standards of teaching, resources and opportunities. The Trust's role is to oversee the leadership and vision of member schools and to develop effective and supportive partnerships between them. We have a firm belief within the Trust that every child should have access to at least a good education.

We are proud that every academy inspected since joining our Trust has remained as a Good school. Temple Mill Primary School joined the Trust as a sponsored academy in December 2015 and has moved from Special Measures to a Good school. Our schools serve their own community and each has a unique identity. Being part of this Multi Academy Trust has already provided member schools with practical benefits. We want communities to be proud of their local THAT school and we are determined to make it the first choice for all families.

As Chief Executive, I am enormously proud of our schools and of the leaders, governors, teachers and support staff who every day ensure our pupils enjoy and make good progress in their learning.

Owen McColgan
Chief Executive
The Howard Academy Trust





Working together to build a community of successful learners

Vision and Values

Learning and growth are at the heart of The Howard Academy Trust ethos. We strongly advocate that all members of our community have the opportunity to become the very best that they can be. We recognise and value the unique talents and expertise within our community and aim to create a culture of dignity, inclusivity, respect and ambition, where all can thrive.

This is achieved through:

Excellent teaching and learning that promotes inclusivity;

Regular opportunities for collaborative CPD to ensure best practice across academies;

A proactive network for joint working across academies, for staff at various career stages;

The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;

The unique character of each academy is valued and contributes to the THAT whole Trust ethos;

Shared whole Trust values of dignity, respect and ambition;

High aspirations for all involved with the Trust and a solutions led approach;

Each academy is a hub for its local community and families;

Facing outwards and working in collaboration with other organisations and stakeholders;

A centralised team that allows academies leaders to focus on their core purpose of education.



Strategic Priorities

Continuously improving the quality of provision of all our academies and enhance pupil outcomes across the Trust.

Provide excellent teaching and learning that promotes inclusivity.

Continue to build the profile of THAT to support further growth within the Southeast.

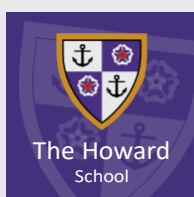
Champion our THAT People Strategy to retain, recruit, develop and reward an excellent workforce.

Ensuring a financially viable and sustainable MAT with a strong business infrastructure.

Ensuring effective leadership and governance at all levels.



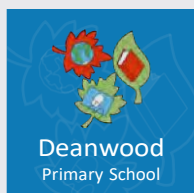
Our Family of Schools



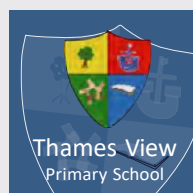
The Howard School
1,500 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent



Temple Mill Primary School
240 Pupils on Roll
Rated Good by Ofsted
Located in Strood, Kent



Deanwood Primary School
230 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent



Thames View Primary School
468 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent



Waterfront UTC
250 Pupils on Roll
Located in Gillingham, Kent



Miers Court Primary School
400 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent

Further information about our academies can be found at www.thatruster.org.uk



Working for The Howard Academy Trust

The Howard Academy Trust is very pleased to offer our staff a vast range of benefits, both professional and personal, as we believe that our excellent teaching and support staff should be supported at work and rewarded for the great work they do. Since 2018, The Howard Academy Trust has received the Gold Kent & Medway Workplace Wellbeing Award and we continue to make advances in emotional, physical and professional wellbeing.



Financial

- A competitive salary for both teaching and support staff, with annual pay progression and a robust performance development scheme underway.
- All staff are automatically enrolled into the Teacher and Local Government pension scheme with attractive employer contribution rates.
- We have introduced Access EarlyPay through our payroll system as a mobile app that lets users draw down a proportion of their salary. You can withdraw at any point, 24/7 with just a few taps on your mobile phone. This money will then appear in your bank account within minutes.

Professional Development

- Early finish for teaching staff every Friday afternoon to allow for whole school CPD, PPA, departmental training, and wellbeing afternoons.
- Trust-wide training events and Trust Day events to bring all staff across the Trust together to network and share experiences.
- Assessment Only routes and Schools Direct opportunities to take your first step into Teaching.
- Access to 30 Level 2 qualifications through The Skills Network, free of charge to all staff.
- Career Progression and upskilling opportunities across the Trust.
- Access in-house training in to Middle & Senior Leadership courses for future leaders.

Wellbeing

- Full Time support staff receive 23 days annual leave as standard plus bank holidays, to increase after 5 years of service.
- Each of our academies have received the Gold Kent & Medway Workplace Wellbeing Award in 2021.
- Employee Assistance Programme, 24/7 access to a free counselling service for our employees and their families, for confidential advice and guidance.
- Access to Senior Mental Health First Aiders and a team of established Mental Health First Aiders based at all of our academies.
- Hosts of Medway Council's wellbeing afternoons consisting of use of a health check machine, blood pressure checks, alcohol awareness speakers.
- Flu jabs available for free every autumn for all staff, at their own academy for ease of access.
- Discounted gym membership at Avenue Tennis, Gillingham, on a range of different packages.
- Mindfulness taster sessions.

Facilities

- Discounted hire of the school facilities, halls, fields, and gyms, for all members of staff up to 20%.
- On site catering at our school canteens for breakfast items and a full lunch menu.
- Free car parking at each Trust site.



Hear from staff across the Trust





Welcome to Miers Court Primary School

We are a happy 2 form entry Primary and are proud of our reputation as a friendly and caring place where are children are encouraged to be the very best they can be in all aspects of school life. Our children have a strong voice here; from our School Council to our House Captains, pupil leadership is highly valued and there are lots of opportunities for children to contribute to our school community.

Our curriculum is aimed at sparking the children's interest and allowing their curiosity to grow. Through the opportunities that the curriculum offers and our promotion of life-long learning skills we aspire for the children to build their independence and resilience and to have a sense of pride in all of their learning.

We happily welcome visitors who would like to find out more about us, please contact the office to arrange a visit.

We look forward to receiving your application.

Mrs Chapman,
Head of School





Miers Court Primary School is a community primary school serving the full primary age range from 4 to 11. At present there are 420 children on roll. On 1 August 2017, Miers Court Primary School became part of the Howard Academy Trust.

School Characteristics

NOR:	402
Age Range:	3-11
Gender of Pupils:	Mixed
OFSTED Rating:	Good
Disadvantage (PP+FSM):	11%
SEN:	18%
EAL:	3%



Hear from our current staff

Job Description

Job Title:	Midday Meals Supervisor
Job Term:	Part Time, Term time only
Remuneration:	NJC Grade E2 1 - 3

Core Purpose and Scope

The holder of this post is expected to carry out the professional duties of a Midday Meals Supervisor as described below, in accordance with the Trust's policies under the direction of the senior leadership team and Head of School. The post-holder is required to fully support the vision, ethos and policies of the Trust.

THAT Vision & Values

As a Trust, our Vision and Values are achieved through:

- Excellent teaching and learning that promotes inclusivity;
- Regular opportunities for collaborative CPD to ensure best practice across academies;
- A proactive network for joint working across academies, for staff at various career stages;
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;
- The unique character of each academy is valued and contributes to the THAT whole Trust ethos;
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust;
- Each academy is a hub for its local community and families;
- Facing outwards and working in collaboration with other organisations and stakeholders;
- A centralised team that allows academies leaders to focus on their core purpose of education.

Values and Behaviour

Support Staff play a vital role in assisting teaching staff to make the education of their students their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

Personal and Professional Conduct

The post holder should conduct themselves professionally at all times, treating pupils and staff with mutual respect, regardless of personal beliefs, in accordance with Trust ethos, policies and practices.

Key responsibilities:

To ensure the safety, welfare and good conduct of pupils during the midday break, in accordance with the practices and procedure of The Howard Academy Trust.

- Supervise pupils in the dining areas, playgrounds and other parts of the school
- Ensure good standards of behaviour by pupils in accordance with the behaviour policy
- Assist in dealing with problems arising from unruly behaviour and report such matters to the supervisor, senior leadership or designated officer (as appropriate)
- Assist with maintaining the cleanliness of the lunch time environments
- Provide welfare support to the pupils of the school, including first aid duties (after appropriate training)
- Change clothes, clean and care for personal needs of children, as appropriate
- Engage children in developmental play in the playground.

Administration

- Complete appropriate administrative tasks as assigned by supervisors or leadership

Resources

- Operate relevant equipment/ICT packages (e.g. internet, intranet, E-mail)

Management

- This post does not have any management responsibilities.

Additional Duties:

- To support pupils, parents, teachers and the school to establish a supportive and nurturing learning environment in which children make good academic progress.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example.

This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the line manager.

An enhanced DBS check will be required for this post. The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.

Person Specification

Post: Midday Meals Supervisor

Please refer to these requirements when completing the application. The person specification is related to the requirements of the post as determined by the job description.

Essential	Desirable
Education and Qualifications	
<ul style="list-style-type: none">• Basic literacy and numeracy skills	<ul style="list-style-type: none">• First Aid Training
Experience	
<ul style="list-style-type: none">• Experience of the role of a school MDMS	<ul style="list-style-type: none">• Experience of working within the academy or education sector.
Knowledge and Understanding	
<ul style="list-style-type: none">• Ability to manage time effectively to complete tasks to a high level• Ability to work both alone and within a team to achieve specified standards• Be flexible to changing demands of the post• To undertake any training relevant to the role	<ul style="list-style-type: none">• Knowledge of child protection and safeguarding policies• Sound understanding of equal opportunity issues within the workplace and the importance of culture and ethos and how this impacts on morale, high expectation and high standards
Characteristics and Competencies	
<ul style="list-style-type: none">• Excellent communication including verbal and written skills• Competent with IT and other software packages• Good organisational skills• Ability to create a happy, challenging and effective learning environment• A solution-focused mindset and determined “no-excuses” approach to raising standards• A personable nature to build effective relationships	

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| <ul style="list-style-type: none">• Ability and keenness to promote the Trust's positive culture and ethos• A high level of integrity, confidentiality and discretion.• Ability to develop good personal relationships within a team, making an effective contribution to high morale | |
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