

# Recruitment Pack

## Midday Supervisor

Owston Park Primary Academy



## Introduction by the Chief Executive Officer

Thank you for your interest in this exciting opportunity to develop your career with The Rose Learning Trust. We hope that by reading this pack and the information available on the [website](#) you will get a good overview of the exciting opportunities and support you can expect as a member of staff at our trust.

We are a collaborative organisation focussed on high standards and opportunities for all. As a trust, we seek to support and challenge each other to improve the outcomes and life chances of all our pupils across all our communities. We will continue to learn from each other: transforming futures collaboratively. In this way we believe that the changes we make, the developments and strategies we put in place will have purpose, be embedded and effective.

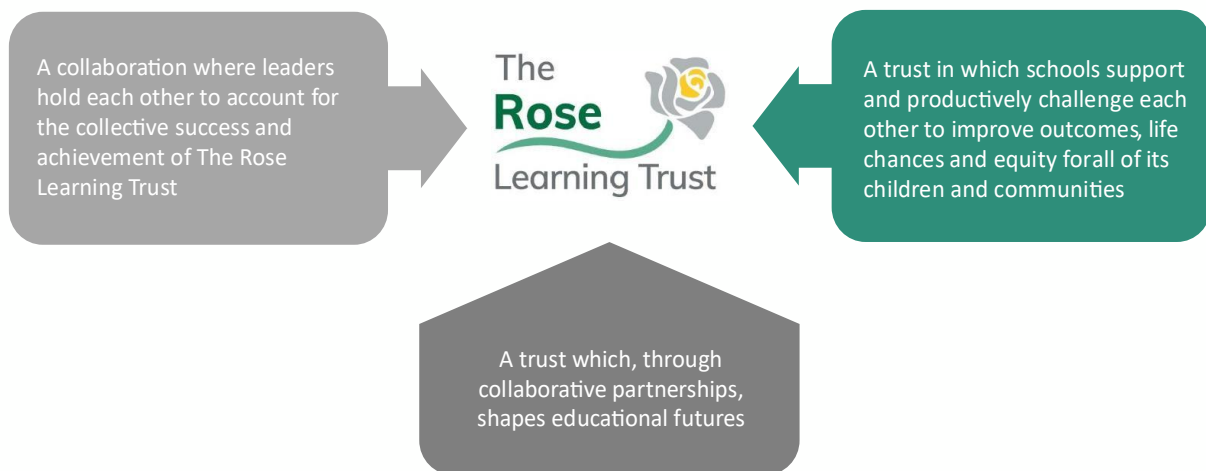
Our aim is not only to grow our trust successfully, but also sustainably. We believe that through quality, not quantity, we can facilitate opportunities that can be invested back into the people who will secure our future: our pupils and staff. Our aim at The Rose Learning Trust is to provide all pupils with the best possible start in life within communities of promise.

**Jeremy Harris**  
Chief Executive Officer



## Vision

# Transforming Futures Collaboratively



## Overview of the trust

The strategic plan combines our vision and values with our strategic objectives and developing excellence priorities. Each school will use the developing excellence priorities as the base for their school developing excellence plans. This ensures that, although each school has their own priorities and development areas, they are within a clear unified structure that aligns with the trust strategic plan. Please see the [website](#) for more information.

## Our vision: Transforming Futures Collaboratively

We will achieve our vision by:

- Every child having the best start to their education
- Every child having the best tools and support to learn and grow in a safe, secure environment
- Every child having access to excellent teaching and an excellent curriculum
- Every child being encouraged and inspired to believe in themselves
- Every child learning how to make and sustain great relationships



- Creating an enjoyment of learning through collaboration with all partners
- Creating equitable lifelong learning opportunities and academic success for all children



## THE ROSE LEARNING TRUST STRATEGIC PLAN 2023-2026

<b>Vision</b>	<b>TRANSFORMING FUTURES COLLABORATIVELY</b>				
<b>Values Statement</b>	The Rose Learning Trust aims to create and foster a culture of high aspiration, enjoyment for learning, academic success and lifelong skills for all our pupils, within communities of promise.				
<b>Strategic Objectives</b>	<b>Developing Pupils</b>	<b>Developing People</b>	<b>Developing Governance</b>	<b>Developing Growth, Business Facilities and Resources</b>	<b>Developing Communities and Partnerships</b>
<b>Developing Excellence Priorities</b>	Excellent teaching for every child	Excellent curriculum for every child	Excellent standards of behaviour, attitudes, attendance and safeguarding	Excellent targeted support for every child that needs it	

## Owston Park Primary Academy

Owston Park Primary Academy is a large, two-form entry primary school in Skellow, Doncaster. We are a happy, safe and fun academy and are incredibly proud of our children and the successes they achieve.

We have a highly inclusive ethos and believe that every child can achieve great things. Our staff are kind, caring and highly skilled: they go the 'extra mile' to ensure that all children have the opportunity to develop academically, socially and emotionally to be the best that they can be.

As proud members of the [Rose Learning Trust](#), we work closely with our partner schools and have strong links within the community of Skellow and beyond.

*Curious minds, kind hearts, bright futures*



## Midday Supervisor Advert Information

<b>Post</b>	Midday Supervisor – Nursery
<b>Contract type</b>	Permanent
<b>Grade</b>	Grade 3 SCP3 £3,549 (Actual salary – pro rata) – Pay Award Pending
<b>Hours</b>	6.25 hrs per week, Monday to Friday – 11:00am – 12:15pm Term time only
<b>Reporting to</b>	Senior Midday Supervisor, SBM, Teachers and Headteacher
<b>Location</b>	Owston Park Primary Academy
<b>Commencement date</b>	1 <sup>st</sup> September 2026
Closing date	Monday 22 <sup>nd</sup> June 2026 9:00am
Shortlisting date	Monday 22 <sup>nd</sup> June 2026
Interviews	Monday 29 <sup>th</sup> June 2026

The Rose Learning Trust is a successful medium sized trust based in Doncaster and North Lincolnshire. We have grown from two schools to nine over the last seven years with a central trust office based in Balby. We are a trust that lives our vision of *transforming futures collaboratively* in all our work to ensure we develop and grow sustainably and embed best practice for the benefit of our pupils.

Owston Park Primary Academy is looking to appoint a highly motivated and organised professional to play a key role in our school. A vacancy exists for a hardworking and dedicated Midday Supervisor to join the school to support in Nursery for our new 30 hours provision.

As a member of staff, you also benefit from greater opportunities for professional development and promotion as we encourage movement between our academies to give you broader work experience.

Staff should always comply with the trust’s code of conduct, safeguarding policies and practices and have:



- Personal integrity and a commitment to the Nolan Principles of Public Service
- A commitment to diversity, equal opportunities and anti-discriminatory practices
- A commitment to ensuring children learn in a safe environment
- A commitment to professional development and training
- An affinity with The Rose Learning Trust culture and purpose

The successful candidate will:

- Be a positive role model and have a desire for children to thrive and flourish
- Share like-minded values with the school and its ethos
- Be able to work well as part of a team and individually
- Have a calm and nurturing manner
- Communicate well and converse with all children within the primary age range

We can offer in return:

- A friendly, kind, caring school which is central to the community
- An inclusive ethos with curious and motivated learners with high aspirations for all
- Staff and children who behave with integrity
- A happy and welcoming school where children, parents, staff and visitors feel valued for who they are
- A dedicated and supportive team who create an ethos of success for both staff and pupils
- Supporting hard working staff with shared vision and aims
- Forward thinking, collaborative team
- Leadership with a strong emphasis on the support and well-being of staff
- Excellent professional development opportunities across a growing Multi Academy Trust
- Wonderful pupils and parents who support the school in all that it does

Please see the Recruitment Pack for full job description and person specification.

Visits to the school are warmly welcomed and encouraged. They can be made by appointment with the School Business Manager, Mrs Andrea Robinson [admin@owstonpark.co.uk](mailto:admin@owstonpark.co.uk). Tel: 01302 722271.

For further information about this role please contact the School Business Manager, Mrs Andrea Robinson [admin@owstonpark.co.uk](mailto:admin@owstonpark.co.uk). Tel: 01302 722271.

To apply use the link below:

<https://mynewterm.com/jobs/146583/EDV-2026-OPPA-44132>



***This post involves working with children and therefore if successful you will be required to apply for a Disclosure and Barring Service records check at an enhanced level. Further information about the Disclosure Scheme can be found at [www.gov.uk/disclosure-barringservice-check](http://www.gov.uk/disclosure-barringservice-check).***

***In line with our safer recruitment policy two references will be sought before we interview.***

***We are committed to the equality of opportunity in the services provided to customers and all aspects of employment. We warmly welcome applications from all sectors of the community. Our recruitment policies, procedures and practices enable all applicants to be considered on merit and ability to do the job. We will make reasonable adjustments, in line with the Equality Act, for disabled applicants if these are needed.***





## Midday Supervisor Job Description

As a member of staff in The Rose Learning Trust, you will benefit from greater opportunities for professional development, collaboration and career development.

### Employment details

Job title:	Midday Supervisor
Reports to (job title):	Senior Midday Supervisor, SBM, Teachers and Headteacher
Grade and Salary	Grade 3 SCP3 - £3,549 (Actual salary – pro rata) – Pay Award Pending
Contract Type	Permanent

### Job Purpose:

#### Main Duties & Responsibilities

- To supervise and control pupils during lunchtime, ensuring their safety, welfare and general well-being
- collect and escort pupils from classrooms if going straight to the playground
  - collect and escort pupils to and from the dining area at the correct times, as necessary
  - collect pupils from classrooms
  - 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
  - deliver meals to children at the tables where necessary
  - direct pupils to seats, deciding on seating arrangements and separating pupils, if there are any issues, if necessary



- encourage social skills and good table manners. Ensuring safety with knives and forks
- ensure pupils tidy / clear up in a satisfactory manner
- clean up spillages when food is dropped / spilt, in accordance with infection control procedures, also ensuring there are no hazards to others
- check toilet areas regularly for any blockages of wash basins / toilets, taps left running, pupils who may be loitering or playing in there, and report where necessary
- supervise pupils' activities, ensuring their safety and wellbeing throughout, as well and provide emotional support where necessary
- set suitable behaviour standards in line with school policy
- effectively manage behaviour in line with the school policy
- control and supervise pupils inside their classroom in the event of a wet playtime
- support children with their socialise skills and constructive play
- be aware of friendship groups and any changes, to prevent any bullying
- deal with any unacceptable and challenging behaviour under the guidelines set by school
- attend to pupils should they become ill, and seek appropriate assistance if necessary
- attend to any accidents sustained, and seek appropriate assistance if necessary
- set an exemplary example to children at all times
- ensure all pupils return to the care of the teachers at the end of lunch
- liaise effectively and professionally with staff, teachers, learning support assistants and parents, as required
- report any issues, causes for concern or any acts that constitute infringements on schools' rules to the Senior Midday Supervisors / Lunchtime manager / Headteacher

These duties and responsibilities should not be regarded as exhaustive or exclusive as the post holder may be required to undertake other reasonably determined duties within the school, commensurate with the grading of the post, without changing the general character of the post. The Job Description and allocation of particular responsibilities will be reviewed on a yearly basis and may be amended by the Head Teacher at any time after consultation.

**The post holder must always comply with the trust's staff code of conduct.**

The post holder's duties must be carried out in compliance with the trust's:

- Safeguarding policies
- Equality policies
- Information Security policies
- Financial Regulations
- Health & Safety at Work Act
- and all other trust policies



**The Rose Learning Trust takes its duty to safeguard the young people with which it works seriously and is committed to safeguarding and promoting the welfare of children. Applicants will undergo child protection screening appropriate to the post, including checks with past employers.**

**All Rose Learning Trust staff members are required to undertake an Enhanced Disclosure and Barring Service check (EDBS)**

**The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check.**





## Midday Supervisor Person Specification

<b>PERSON SPECIFICATION</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
AF – Application Form    CQ – Certificate of Qualification    I – Interview			
<b>Qualifications and Training</b>			
Willingness and ability to obtain and/or enhance qualifications and training for development in the post.	✓		AF I
Valid First Aid Certificate		✓	AF CQ
<b>Relevant Experience</b>			
Caring for children/young people	✓		AF I
Working in an educational setting		✓	AF I
<b>Knowledge and Skills</b>			
A good understanding of respectful and safe behaviours	✓		AF I
Ability to engage with children through play	✓		AF I
Positively contribute to the school’s ethos and values	✓		AF I
Able to act quickly and deal effectively with any situation which may arise	✓		AF I
A commitment to inclusion, ensuring every child feels valued	✓		AF I



<b>PERSON SPECIFICATION</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
AF – Application Form      CQ – Certificate of Qualification      I – Interview			
<b>Personal Qualities</b>			
Excellent communication skills	✓		AF I
A good attendance and punctuality record	✓		AF I
Willingness to work negotiated flexible hours as appropriate	✓		AF I
<b>Safeguarding</b>			
Understanding and commitment to safeguarding procedures within a school environment	✓		AF I
Understanding of Data Protection	✓		AF I

