

iet

isle
education trust

Candidate Information Pack

Burton upon Stather Morning Club and
Midday Supervisor

klpa kilton lindsey
primary
Academy

bspa burton upon stather
primary
Academy

apa alkborough
primary
Academy

ca coritani
Academy

epa epworth
primary
Academy

sa south
axholme
Academy



About IET

The Isle was created when local ancient settlers in North Lincolnshire combined their communities enabling individual inhabitants to live safely and thrive. Isle Education Trust is proud to have built itself on these foundations and is a community of schools who grew from the mutual recognition that by working together to build communities we can inspire each other to be excellent.

Isle Education Trust (IET) was formed when South Axholme Academy and Epworth Primary Academy became partners to support and develop excellence in the local education community. Soon after, the benefits of belonging to a wider community all working together with a common purpose attracted Coritani Academy to join the Trust.

Isle Education Trust is an education community, driven by the belief that individuals and communities flourish together when they

- are **respectful** of their communities and the individuals within them.
- work together to **inspire excellence** in one another in order to thrive.
- are **resilient** to challenges and dare to be excellent.

At Isle Education Trust each academy has its own mind-set which underpins all that they do. Our students are at the heart of everything we

do, and we aim to ensure every single one of them has the support and guidance they need in order to reach their full potential.

We believe that every individual matters – learners, staff, parents and governors. The Trust places equal emphasis on enjoying learning inside and outside of the classroom. We feel passionately that all students should have the opportunity to be involved in a broad range of activities, regardless of gender, background or religion. In this way students gain a breadth of experience to enable them to develop into highly sought after individuals in whatever route they take upon leaving the Trust.

IET is committed to supporting academies to achieve this goal by celebrating what is unique about each setting, whilst providing structures and mechanisms to reduce pressures on Principals and leaders by absorbing roles such as finance, HR, Estates Management, IT and other statutory obligations in to the IET Centralised Services team. As a result, Principals are able to devote their time and energy to managing teaching, learning and the quality of education within their academy so that it is the very best that it can be.

- We believe that we can **inspire excellence together** and are a place where **communities matter** and **individuals thrive**.





Welcome from the CEO

Dear Prospective Colleague,

Thank you for your interest in joining Isle Education Trust. I'm delighted that you're considering becoming part of our team—whether you're looking to support students directly or contribute to the vital work that happens behind the scenes, your role matters deeply to us.

At Isle Education Trust, our vision is clear: *Inspiring Excellence Together*. Across our family of academies, we recognise that excellence doesn't happen by chance—it's built by a committed, skilled, and diverse team working together with shared purpose.

Our non-teaching colleagues are the backbone of our success. From safeguarding and administration to site management, finance, pastoral support, and everything in between, you help shape the culture and daily experience of our schools. Your expertise keeps our academies running smoothly, our environments safe and welcoming, and our pupils supported every step of the way.

We are proud to uphold values that guide our Trust:

- **Respect** – shown through honesty, consistency, and care.
- **Resilience** – demonstrated in our commitment to excellence, even in the face of challenge.
- **Inspiration** – sparked by individuals who lead by example and empower others to thrive.

When you join our team, you'll find a community where your contributions are valued, your development is supported, and your wellbeing is prioritised. We offer professional learning opportunities, a culture of collaboration, and a genuine commitment to making our academies great places to work.

If you share our belief that every role within education is a chance to make a difference, I warmly invite you to explore opportunities across the Trust. We'd be thrilled to welcome you into our mission of inspiring excellence—together.

Warm regards,

A handwritten signature in black ink that reads "Sarah Sprack".

Sarah Sprack
CEO, Isle Education Trust



About the Academy

Burton upon Stather Primary School: Where Roots Run Deep and Futures Grow Bright

Set in the heart of the historic village of Burton upon Stather—perched above the River Trent and steeped in centuries of local life—our school is proud to be part of a community shaped by heritage, resilience, and connection. From the village’s Saxon origins and medieval church to its role in shipbuilding and agriculture, Burton’s story is one of craftsmanship, courage, and close-knit community.

We carry that legacy into our classrooms every day. At Burton upon Stather Primary School, we cherish a culture built on care, curiosity, and high aspirations. Our values—respect, responsibility, resilience, and kindness—aren’t just words on a wall; they’re woven through the life of the school, guiding our actions and inspiring our learning.

Here, every child is known and valued. We foster not only academic achievement but also confidence, creativity, and compassion. Staff, families, and pupils work together to create a nurturing and stimulating environment where learning is meaningful and children feel they belong.

In a place where history speaks through the land and its people, Burton upon Stather Primary School stands proudly - shaping young minds to carry that spirit forward with pride and purpose.





Job Description

Job Title	Morning Club and Midday Supervisor
Salary	£ per hour
Job Details	Term time only - 11.15 hours per week 07:30 – 08:45 12:00 -13:00 Monday – Friday Permanent
Location	Burton upon Stather Primary Academy
Required	September 2026
Application Close	9am Monday 22 nd June

Job Purpose

To work as part of the Morning Club / Breakfast and Lunchtime team , providing high quality childcare and a settled start before school and during lunchtime.

To assist in the general supervision of pupils during the lunch time break and lunch both inside outside.



Job Description

Morning Club / Breakfast Assistant & Lunch time Supervisor

- To work as part of a small team to successfully run a children's morning activity club.
- To help resource and tidy away the day's activities and serve drinks and a light breakfast, where appropriate.
- To be flexible in undertaking the duties and responsibilities attached to the post.
- To welcome families to the activity club and maintain an accurate pupil register
- Effectively supervise children from reception to Year 6 and provide age-appropriate activities and crafts.
- To be proactive in engaging with our children to create a happy, stimulating environment.
- Promote positive behaviour in line with the school behaviour policy.
- To assist with the compliance of all Health & Safety, and food preparation regulations.
- Safeguard effectively and accurately: attend the annual training provided by the school and report any concerns to the Designated Safeguarding Lead.

Lunchtime Supervisor

- Take charge of the dining hall by ensuring discipline and encouraging good manners and liaising with other staff as required.
- Ensure pupils tidy up/clear up in a satisfactory manner.
- Ensure that the academy's behaviour policy is followed and implemented, and pupils who are not entitled to leave the academy during the lunch time break, remain on site.
- Report difficult pupils and unruly behaviour to the Headteacher or Senior Leadership Team on duty.
- Work in close co-operation with other academy staff and as part of the wider team.
- Take instructions from senior staff as required.
- Deal with first aid matters and report any serious incidents to the Headteacher/Senior Leadership Team as they occur.
- Ensure that in relevant areas, tables are cleared and wiped, trays are put away and pupils put rubbish in bins.
- Adhere to academy policies and procedures to ensure the safety and welfare of pupils



Key Responsibilities and Accountabilities

We expect all Trust staff to:

- Work with all students ensuring equality of opportunity for all.
- Take responsibility for Safety and Welfare of all students, raising any concerns following the Academy/Trust protocols and procedures.
- Work proactively and effectively in partnership with all stakeholders.
- Carry out a share of statutory supervisory duties.
- Treat students with dignity and build relationships rooted in mutual respect and at all times observing proper boundaries appropriate to the professional position.
- Participate in CPD relevant to the role.
- Accompany teaching staff and students on visits, trips and out of school activities as required.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English and numeracy.
- Participate in arrangements for examinations and assessments.
- Take an active role in promoting good behaviour in and around the Academy/Trust.
- Ensure that students adhere to the uniform code and apply sanctions when this code is breached.
- Develop an academy learner mind-set – the attitudes, skills and learning habits needed to become an inspired, confident and independent learner.
- Be a positive role model and demonstrate consistently and effectively the positive attitudes, values and behaviour which are expected of students.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Regularly review the impact of their work and its impact on students' progress, attainment and well-being, refining approaches where necessary and responding to advice and feedback from colleagues.
- Proactively participate with arrangements made in accordance with the Appraisal Policy.
- Have professional regard for the practice, ethos and policies of the Academy/Trust and maintain high standards in your own attendance and punctuality.
- Operate at all times within the stated policies and practices of the Academy/Trust.
- Contribute positively and effectively to the whole Academy/Trust ethos.
- Cooperate with other staff members to ensure a sharing and effective use of resources to the benefit of the Academy, individual departments and students.
- Attend and participate in appropriate calendared meetings.
- Take responsibility for own professional development and duties in relation to Academy policies and practices.
- Liaise effectively with staff, students, parents and governors.
- Ensure compliance with Health and Safety at Work Act 1974 and all other policies related to health and safety, and to ensure compliance with the Data Protection Act 1988.
- Ensure compliance with data protection laws and safeguarding procedures.

This is not an exhaustive list of tasks and job descriptions will be continually reviewed and changed according to the needs of the Trust.

Post holders will be expected to be flexible in undertaking duties and responsibilities attached to their post and may be asked to perform duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.



Person Specification:



Qualifications & other skills required	Essential	Desirable
NVQ level 3 in Child Care/play work or equivalent	AI	
Excellent communication skills	AI	
Experience	Essential	Desirable
Recent experience of working with children age 4-11	AI	
Good organisational skills	AI	
Understanding of equal opportunities and special educational needs	AI	
First Aid qualification		AI
Food hygiene qualification		AI

KEY

A = assessed through the application process

I = assessed through the interview process





Trust Benefits:



Pension Scheme

All staff are enrolled in either the Teachers' Pension Scheme or Local Government Pension Scheme, whichever is relevant.



Continuous Professional Development

IET offers numerous opportunities for continued CPD for **all** staff including NPQs and apprenticeships



Cycle to Work Scheme

Eligible staff may apply to purchase a new bike, e-bike or cycling accessories through this salary sacrifice scheme, making significant savings.



Staff Wellbeing

This is a priority for the Trust. All staff have access to a free Employee Support Package, including 24/7, 365 days a year online and telephone support covering areas such as mental health, bereavement, financial advice and counselling.



Healthcare

All staff have free access, 24/7, 365 days a year to an online doctor.



Flu Vaccinations

All staff are able to request a free voucher for a flu vaccination in the Autumn term.



Discounts

Through our employee benefits platform, staff can make significant savings through discounts and vouchers in a range of areas including restaurants, supermarkets, retail and holidays.



Appointment Process

How to apply

To apply for this post, visit the IET website:

[Isle Education Trust - Vacancies](#)

Please note that the personal statement you provide as part of this process must be **no longer than 1000 words.**

Receipt of early applications from candidates with the appropriate experience, qualifications and personal qualities may result in an early interview being offered.

Isle Education Trust promotes equality of opportunity and welcomes applications from all sectors of society.

Isle Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts at Isle Education Trust are subject to an Enhanced Disclosure and Barring check.