



Upwood Primary Academy



Upwood Primary Academy

Application Information Pack

Midday Supervisor



Working together to transform lives through education



Principal's Welcome



Dear Applicant,

Thank you for considering a career with us at Upwood Primary Academy.

We are a thriving village primary academy located in Upwood, Cambridgeshire, deeply embedded within our local community. We pride ourselves on fostering strong relationships with families, local businesses, and residents as we strive for excellence.

At Upwood Primary Academy, visitors frequently remark on the joyful atmosphere and the enthusiastic engagement of both children and staff in the learning process. We proudly identify ourselves as 'Upwoodians,' reflecting our pride in being part of this vibrant academy community. Our beautiful grounds and surrounding areas serve as the foundation for the high-quality teaching and learning that characterise our stimulating and challenging curriculum.

Academic achievement is of paramount importance to us, and we are dedicated to ensuring that every child makes exceptional personal progress and is well-prepared for the next stage of their educational journey. We hold an unwavering belief that every child can and will succeed, academically, emotionally, socially, and creatively. Our aim is to encourage children to be "the best version of themselves" by adhering to The Upwood Way and embodying our core values of 'Kindness, Resilience, and Curiosity.' By fostering positive attitudes and a growth mindset, we prioritise the well-being of our children, enabling them to contribute meaningfully to the wider school community.

We are honoured to be part of the Thomas Deacon Education Trust (TDET), a collaborative network of academies that includes four primary schools, one junior school, two secondary schools, and an alternative provision school. Together, we share best practices and continuously strengthen our collective efforts.

As I walk through our academy each day, I am filled with a profound sense of pride. It is both a privilege and an honour to lead a team of professional, talented, and dedicated staff who deliver well-planned and organised lessons and activities, ensuring our children have bright and ambitious futures. Together, we 'Work Hard, Dream Big.'

If you are seeking a dynamic and supportive environment where you can make a significant impact, I invite you to consider joining our team. We welcome visits from prospective candidates so please feel free to arrange a visit or contact us for further information.

Yours sincerely,

Mr. B Wilson | Principal



Job Description

Job Title	Midday Supervisor
Reports to	Senior Midday Supervisor
Salary/Grade	Pathway 1
Date Last Evaluated	June 2025
Core Purpose	To ensure the security and care of the pupils of the school and to promote their social development during the lunch time period.

Key Responsibilities

- To supervise pupils, during the lunch period, in dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.
- To report to the Senior Midday Supervisor at 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 Senior Midday Supervisor as appropriate.
- To ensure the safety and well-being of children, providing emotional support where necessary.
- To arrange and supervise appropriate activities under the direction of the Senior Midday Supervisor.
- To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.

Dining Hall

- Before pupils enter the dining hall, to ensure that pupils have visited the toilet and washed their hands where appropriate.
- To organise dinner queue and entrance of pupils into dining hall and from dining hall to playground: ensuring good behaviour and calm atmosphere. To deal with any misbehaviour that may occur in accordance with the school's behaviour policy. Report, as appropriate, incidents to Senior Midday Supervisor.
- To encourage all pupils to eat but especially those with special needs or disabilities and to assist children with cutting up of food, pouring of water etc. where necessary.
- To encourage social skills and good table manners, ensuring safety with knives and forks.



- To clean up spillages of food and to organise clearing cutlery and crockery off tables.

Playground

- Where appropriate, to collect pupils from classroom ensuring that they are adequately dressed for the weather conditions.
- To supervise and control entrance and exit to school premises by pupils during the lunch break. Check on any strangers who may enter the school grounds and report any concerns to the Senior Midday Supervisor.
- To ensure that pupils who leave the school site have permission to do so.

School Premises

- To supervise pupils on the school premises in the hall, classrooms, dining room, field and through corridors, when they are not allowed outside because of inclement weather.
- To ensure that, when classrooms are used during the Midday break because of inclement weather that the children are quietly occupied and that the classroom is left tidy, ready for afternoon school.
- To check toilet areas, when necessary, to ensure that they are clean and being used appropriately. To report any problems to the Senior Midday Supervisor.

Supporting the wider Academy

- Set a personal example that contributes to the positive ethos of the Academy.
- Develop and maintain professional and effective working relationships with parents/carers, external partners and other staff colleagues.



General Responsibilities

- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.
- Be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.
- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

Note: Every job description in the organisation will be subject to a review either:

- On an annual basis at the time of the annual appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.



Person Specification

Attribute	Essential or Desirable	Assessment
Qualifications		
Good basic education in English and Maths (e.g. GCSE or equivalent), grade C+.	E	A
Knowledge & Understanding		
To understand the needs of young children.	E	A/I
Good understanding of child development and learning.		A/I
Skills & Abilities		
Strong behaviour management skills.	E	A/I
Inter-personal skills – ability to communicate effectively with children, colleagues and parents/carers (both orally and in writing).	E	A/I
Ability to maintain positive and constructive relationships and to convey a love for learning.	E	A/I
Demonstrate good organisational skills	E	A/I
Ability to act confidentially and professional at all times.	E	A/I
Ability to remain calm and positive under pressure.	E	A/I
Ability to show initiative in a range of situations.	E	A/I
Ability to demonstrate flexibility of approach and resilience.	E	A/I
Experience		
Working with primary aged children (e.g. previous TA experience / parent volunteer / Brownie or Cub leader).	E	A/I
Some experience of planning as part of a team.	E	A/I
Some experience working with children with SEN and/or Speech and Language delay.	E	A/I
Experience of being a paid worker in play schemes, crèches, midday supervision, after-school clubs or similar.	D	A/I
Personal Commitment		
Demonstrate and adhere to TDET and Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Academy's internal procedures.	E	A
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to TDET's Health and Safety policy and procedures.	E	A



Assessment methods

A – Application
R – References

I – Interview

T – Task/Activity

L – Lesson Observation





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