



Queen Katharine Academy



Queen Katharine Academy

Application Information Pack

Midday Assistant



Principal's Welcome



Dear Applicant,

Thank you for your interest in joining Queen Katharine Academy (QKA). I am delighted to introduce myself as the new Principal and to welcome you to a school celebrated for its vibrant and diverse community.

At QKA, both students and staff thrive in an inclusive and supportive environment, making our academy a truly exceptional place to work and learn.

Our commitment to academic excellence, character development, and a positive school culture is at the heart of everything we do. Guided by our core values – **Respect, Ambition, and Responsibility** – we aim to foster a collaborative and aspirational workplace where every colleague is valued and empowered to reach their full potential. Whether you are starting your career or bring a wealth of experience, you will find a culture that supports professional growth, innovation, and a shared dedication to continuous improvement.

Queen Katharine Academy is proud to be part of Thomas Deacon Education Trust (TDET), a forward-thinking network of academies dedicated to collaboration and educational excellence. As a member of TDET, our staff benefit from shared expertise, resources, and opportunities for professional development within a supportive and progressive network.

With over 20 years of experience in education, including senior leadership roles across a variety of schools, I know how vital a nurturing and ambitious staff culture is for student and school success. At QKA, I am dedicated to building on our strong foundations and working closely with colleagues to create an environment where staff are valued, supported, and empowered—so that together, we can ensure every student is supported, challenged, and inspired.

We are proud of the progress our academy community continues to make and excited about the opportunities ahead. If you are seeking a rewarding, dynamic, and supportive environment where you can grow your career and make a real difference, I encourage you to apply to join our dedicated team.

Thank you for considering Queen Katharine Academy as the next step in your professional journey.

Yours sincerely,

Mr. M. Taylor | Principal



Job Description

Job Title	Midday Assistant
Reports to	TBC
Salary/Grade	Pathway 1
Date Last Evaluated	November 2023
Core Purpose	To provide supervision to assist with the effective management of students at midday and within Year Teams.

Key Responsibilities

- To supervise pupils during the lunch-time period in the Lunch Hall and/or Academy outdoor spaces.
- To help pupils during their lunch period enabling them to eat their lunch in the time allowed.
- To challenge inappropriate pupil behaviour in line with the Academy behaviour management policy.
- To deal with any incidents that take place during the lunchtime period, referring onto specialist staff as appropriate (e.g. first aider).
- To report any incidents as appropriate.
- To facilitate the smooth running of the canteen, including supervising pupil behaviour and encouraging pupils to move on when finished.
- Promote and safeguard the welfare of all children and young people with whom contact is made in a professional context (within or outside of the Academy).
- Report to the line manager/staff on duty concerns about the students under a duty of care.
- Build and maintain effective working relationships with the students.
- Be aware of, and comply with, policies and procedures, e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Give clear instructions to the students in order to carry out the duties safely.
- Work with other staff regarding care and welfare of students.
- To play a full part in the life of the Academy community, to support its values and ethos and to encourage staff and students to follow this example.
- Employees are expected to be courteous to students, colleagues and provide a welcoming environment to visitors and telephone callers.
- Liaison with the School Nurse/parents in respect of sick children.
- Provide a role-model of effective, efficient administrative support for the rest of the organisation, upholding the very highest professional standards.



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		
GCSE Maths and English Language (or equivalent).	D	A
Knowledge & Understanding		
Knowledge and understanding of the principles of good customer care practices and how they relate to working with stakeholders. Currently providing a service to school and students as a midday supervisor.	E	A/I
Ability to demonstrate a high level of initiative and integrity	E	A/I
Ability to work as part of a team (to lead a team)	E	A/I
Ability to work flexibly in response to change	E	A/I
Ability to follow guidance/clear instruction	E	A/I
Excellent communication and presentational skills (verbal and visual) and the ability to manage the interface with staff and students	E	A/I
Skills & Abilities		
Ability to communicate appropriately at all levels within the Academy, and with parents, visitors and external organisations	E	A/I
Ability to build good working relationships with colleagues and to be an active team member	E	A/I
Ability to adapt to change and the introduction of new working practices	D	A/I
Ability to work without direct supervision	D	A/I
Experience		
Experience of working with young people	E	A/I
Experience of working in a school environment	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



Own performance management and to continued, relevant professional development	E	A/I
Commitment to contributing to the raising of achievement, attainment and aspirations of students	E	A/I
Very good inter-personal skills	E	A/I
Enthusiasm and empathy for staff and students	E	A/I

Assessment methods

A - Application

I - Interview

T - Task/Activity

L - Lesson Observation

R - References



Queen Katharine Academy



Thomas Deacon Education Trust

Working together to transform lives through education