



Charlton Wood Primary Academy
A member of Amplify Education

Midday Supervisor
Part-time
BG4

Application Pack
September 2026



Advertisement

Midday Supervisor (SMSA) – Required as Soon as Possible

Salary: BG4 | 7.5 hours per week (1.5 hours per day, 11:30am to 1:00pm)

We are looking for **two enthusiastic and reliable Midday Supervisors (SMSAs)** to join our supportive team as soon as possible.

This is a rewarding opportunity to play an important role in ensuring our children have a safe, happy and positive lunchtime experience. Duties include supervising children in the dining hall and playground, encouraging positive play and behaviour, supporting inclusion, providing basic first aid where appropriate, and helping children to build positive relationships with their peers.

The success of our pupils is the result of a shared commitment from our whole staff team, united in the belief that every child can succeed. Our school vision, 'Every child valued, every child achieving, every child prepared for life,' underpins everything we do.

At Charlton Wood Primary Academy, we are proud of our positive team culture. Staff enjoy working in a supportive environment where collaboration, encouragement and high expectations help everyone to thrive.

We are looking for someone who:

- enjoys working with children and building positive relationships
- is committed to inclusion and ensuring all children feel valued
- can work effectively as part of a team
- has good communication and interpersonal skills
- can remain calm, positive and professional
- supports the school's high expectations for behaviour and conduct
- is willing to contribute to the wider life of the school community

We can offer:

- a brand-new, fully resourced school building with beautiful grounds
- a welcoming and supportive team
- training and development opportunities
- a solution-focused culture where staff work together to achieve the best outcomes for children
- supportive leadership and a strong commitment to staff wellbeing
- enthusiastic children who are proud of their school
- positive relationships with parents and the wider community

We particularly welcome applicants who speak one or more community languages, and applicants from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion. We are committed to increasing the diversity of our workforce and removing barriers to opportunity and success.

Amplify Education is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory pre-employment checks, including an enhanced DBS disclosure.

Key Dates:

Thursday 24th September 2026

- Deadline for applications

Wednesday 30th September 2026

- Interview

Job Description

Job Title: Midday Supervisor (SMSA)

Grade: BG4

Hours: 7.5 hours per week (1.5 hours per day, 11:30am to 1:00pm)

Responsible to: Deputy Head

Key Outcome of the Role

To ensure that all pupils experience a safe, happy, inclusive and positive lunchtime, where high standards of behaviour, welfare and play are promoted, enabling children to return to learning ready to succeed.

Key Responsibilities of the Role

School and Trust Vision

- To support the vision and aims of Charlton Wood Primary Academy and Amplify Education Trust.
- To uphold the school's vision of *"Every child valued, every child achieving, every child prepared for life."*
- To implement changes and procedures as directed by the senior leadership team.
- To work collaboratively with colleagues to contribute to the ongoing development of the school.
- To promote an inclusive culture where all children feel safe, valued and able to participate fully.

Supervision and Pupil Welfare

- Supervise pupils in the dining hall, playground and classrooms during wet play arrangements.
- Ensure the safety, welfare and wellbeing of all pupils throughout the lunchtime period.
- Encourage positive behaviour and model high expectations at all times.
- Support children to develop positive social interactions and friendships.
- Encourage pupils to eat their lunch and monitor those who are reluctant to eat, reporting concerns to the appropriate member of staff.
- Observe pupils who may appear isolated, distressed or disengaged from play and communicate concerns appropriately.
- Support children to access and enjoy lunchtime activities safely and positively.
- Assist pupils with age-appropriate needs whilst encouraging independence.
- Escort children safely around the school site when required.

Organisation of Lunchtime Provision

- Support the smooth organisation of lunchtime routines.
- Set up and put away tables, chairs and equipment required for lunch service where required.
- Manage pupils' entrance to and exit from the dining hall in an orderly manner.
- Support children in following dining hall expectations.
- Ensure communal areas remain clean, tidy and safe throughout lunchtime.
- Clean up spillages promptly and safely.
- Support the distribution, storage and collection of play equipment where required.

Behaviour and Inclusion

- Promote the school's behaviour policy consistently and fairly.
- Encourage children to demonstrate the school's values during lunchtimes.
- Support pupils to make positive choices and resolve minor conflicts appropriately.
- Report significant behaviour incidents in line with school procedures.
- Follow behaviour support plans and guidance provided for identified pupils.
- Support children with SEND and additional needs to access lunchtime successfully.
- Promote inclusion and ensure all children are encouraged to participate in activities and play.
- Help children develop resilience, cooperation and respect for others.

Play and Social Development

- Encourage active and purposeful play opportunities.
- Organise and facilitate games and activities that promote positive engagement.
- Support children in sharing equipment and taking turns appropriately.
- Foster positive relationships between pupils through play.
- Help resolve disagreements fairly and calmly.
- Encourage children's social, emotional and communication development during playtimes.
- Promote safe use of playground equipment and resources.

Health and Safety

- Maintain awareness of the school environment and take appropriate action to minimise health and safety risks.
- Conduct duties in accordance with the Trust's Health and Safety Policy.
- Administer basic first aid for minor incidents where trained and appropriate.
- Refer more serious incidents immediately to a qualified first aider or member of staff.
- Record accidents and incidents in line with school procedures.
- Be aware of pupils' medical, dietary and personal care needs and follow relevant care plans.
- Promote healthy eating and healthy lifestyles.
- Ensure equipment and play areas are safe and report any concerns promptly.
- Contribute to maintaining a safe and secure school environment.

Safeguarding

- To support the school in safeguarding all pupils in our care.
- Follow the school's safeguarding and child protection procedures at all times.
- Report any safeguarding concerns immediately using the school's reporting systems and procedures.
- Ensure pupils remain safely on school premises during lunchtime.
- Remain vigilant to potential safeguarding concerns and act appropriately.
- Follow school procedures regarding visitors and site security.
- Attend safeguarding training as required.

Continuous Professional Development

- Participate in training relevant to the role, including safeguarding, first aid, behaviour and health and safety training.
- Take responsibility for your own professional development.
- Attend meetings and briefings as required.
- Engage positively with performance management and supervision processes.
- Be receptive to feedback and committed to continuous improvement.

Professionalism

- Provide a positive role model through professional conduct, presentation and interactions with pupils, parents and colleagues.
- Establish and maintain effective professional relationships with staff, pupils and families.
- Work as a supportive and effective member of the wider school team.
- Demonstrate reliability, flexibility and punctuality.
- Maintain confidentiality in accordance with school policies and procedures.
- Have regard to equal opportunities, diversity and inclusion at all times.
- Adhere to all Trust and school policies and procedures.

The details provided in this job description are to give an indication of the nature of the role. Additional duties may also be requested of the role holder where reasonable. The role holder will be expected to contribute to the wider life of the academy and support school events and activities where appropriate.

The role holder must promote safe working practices to maintain a safe working environment for all employees, pupils and visitors in accordance with the Trust's Health & Safety Policy and associated documentation.

The role holder must work in compliance with the Trust's Code of Conduct, regulations and policies, including its commitment to equal opportunities. The role holder will be expected to ensure that the quality of their work is of a high standard and complies with current legislation and professional standards.

Amplify Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is subject to satisfactory pre-employment checks, including an enhanced Disclosure and Barring Service (DBS) check and suitable references.

This job description and the allocation of specific responsibilities may be amended from time to time, in consultation with the post holder, to reflect the changing needs of the school and Trust. It will be reviewed on a regular basis.

Person Specification

CRITERIA	ESSENTIAL (MUST)	DESIRABLE (SHOULD)
QUALIFICATIONS AND TRAINING	First aid training (or willingness to complete it)	- First Aid qualification. - Training in behaviour support, inclusion or play leadership. - Food hygiene awareness.
EXPERIENCE	- Working with children or young people - Working and collaborating within a team	- Experience in a school, nursery, childcare, sports coaching or youth work setting. - Experience supporting children with SEND or additional needs. - Experience managing children's behaviour positively.
SKILLS, ABILITIES AND KNOWLEDGE	- Ability to respond quickly and effectively to issues that arise - Ability to use own initiative and take action accordingly - Effective communication with adults and children - Ability to follow instructions from senior team members - Ability to have a firm but fair approach to handling behaviour issues in line with the school's policies - Ability to build effective working relationships with colleagues	Ability to organise and lead playground games and activities.
PERSONAL ATTRIBUTES	- Commitment to supporting and understanding pupil needs - Uphold and promote the ethos and values of the school - Maintain confidentiality at all times - Commitment to safeguarding, equality, diversity and inclusion	Speaks an additional community language
Letter of application	Applications should provide authentic reflections and examples from the candidate's own experience and practice. We are interested in understanding your personal experiences, skills and motivation for applying for this role. During the selection	

	process, candidates will be expected to discuss the examples provided in their application.
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Safeguarding

Amplify Education is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS disclosure.

The Trust is committed to Safeguarding and Promoting the welfare of all its children. Each student's welfare is of paramount importance.

The Trust's Child Protection and Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust. The policy can be found on our website: [Amplify Education - Home](#)

The five main elements of our policy are to:

- ensure we practise safe recruitment in checking the suitability of staff and volunteers to work with children
- raise awareness of child protection issues and equip children with the skills needed to keep them safe
- develop and implement procedures for identifying and reporting cases, or suspected cases, of abuse
- support pupils who have been abused in accordance with the agreed child protection plan
- establish a safe environment in which children can learn and develop.

Safer Recruitment:

Amplify Education is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service clearance. Our policy and practice is in line with the Department for Education's 'Keeping Children Safe in Education' Guidance.

We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job.

Guidance for Applicants

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. Please complete all sections of the application form as thoroughly as possible. Please note that CVs will not be considered in place of a completed Application Form.

Your letter of application should be written to the Headteacher and address the person specification points carefully. You should write how and why you feel that you are equipped to fulfil this role noting your experience, skills, personal attributes and values. We are particularly interested to know why you want to work at Charlton Wood Primary Academy. Ensure that you cross-reference the person specification throughout your application with examples of where you have fulfilled aspects of the job description and the impact it had.

Ensure that you put details of referees. We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

Amplify Education is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS disclosure.

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or DBS and/or other relevant investigating bodies.

Key Dates:

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- Interview

We reserve the right to interview early for the right candidates so early applications are encouraged.

About the School

Our School

Charlton Wood serves a new community called Charlton Hayes close to Cribbs Causeway in South Gloucestershire. We have an amazing school site, with a beautiful new building and fantastic outdoor facilities. The school is situated in the heart of the community and we serve our community with pride. Our parents and carers are highly supportive of our school and we value their involvement in school activities.

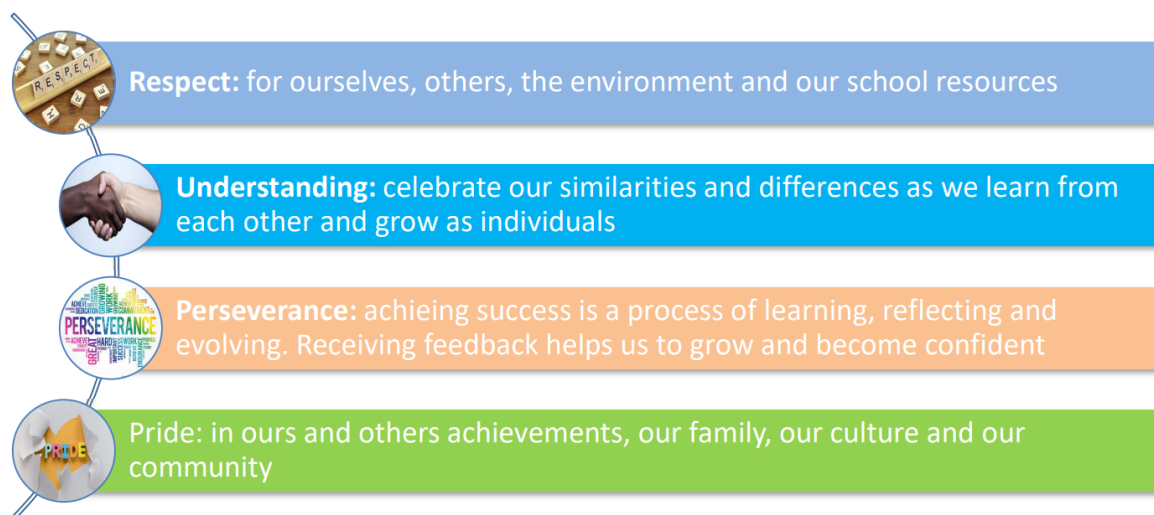
We are incredibly proud of the recognition from Ofsted of the hard work our staff and children put into their learning. The report is published on the school and Ofsted websites.

Our Vision: 'Every child valued, every child achieving, every child prepared for life'.

We know that there is a strong correlation between the way in which pupils engage and participate in learning and their eventual outcomes academically, socially and emotionally. For this reason, we have a collective, proactive and positive approach. We explicitly teach and deliberately practise routines and expectations to ensure that our children can engage purposefully, meaningfully and happily with learning, each other and the adults in their lives.

Our School Values

The school has four values which we expect everyone in our school community to uphold all of the time – These values are part of the fabric of our school and help our children to grow and develop into confident ambitious learners who make the most of the opportunities given to them.



Please do look at our website or come and visit us if you would like to find out more about us! We warmly welcome your application.

About the Trust

Amplify Education: A Bold New Voice for Bristol

Amplify Education is the result of the merger between two highly respected organisations — Trust in Learning Academies (TiLA) and Cathedral Schools Trust (CST). This new Trust will bring together the complementary strengths, expertise, and shared values of both organisations, forming a collaborative force committed to excellence, inclusion, and innovation in education.

Our Vision

Amplify Education will be committed to transforming education in Bristol through four guiding principles:

- **A Bold Voice for Bristol:** Speaking with ambition and channelling the city's spirit into a shared journey of belief, opportunity, and citizenship.
- **Building Belief:** Ensuring every young person's voice is heard, every story matters, and every learner moves forward with confidence.
- **Expanding Opportunities:** Nurturing potential and enriching each learner's journey with a passport of inclusive, academic, creative, and musical experiences.
- **Strengthening Citizenship:** Connecting communities and educating to build unity and pride — this is Bristol, represented.

About the Trust

Amplify Education will be the largest Bristol-based multi-academy trust, serving approximately 12,000 pupils across 22 schools and covering diverse communities and geographies.

The Trust will be deeply rooted in Bristol and dedicated to serving its communities, with a focus on addressing educational challenges, promoting social mobility, and fostering unity and pride.

Amplify will work closely with local partners, families, and schools to ensure every child has access to high-quality education, creative, musical, and academic opportunities, and a strong sense of belonging.

Our Roots

TiLA is known for its expertise in working with disadvantaged pupils and families, and with children with special educational needs (SEN). Its values centre on inclusivity, social cohesion, and empowering communities through education.

CST is recognised for its school improvement record, passion for music and the creative arts, and a strong focus on empowering every child and staff member to realise their full potential. CST's reach is broad, including schools in both affluent and more challenging areas, dedicated to breaking barriers and expanding opportunities for all learners.

A list of our schools is shown below.

Charlton Wood Primary Academy	Ashton Gate Primary School
Filton Avenue Primary	Cathedral Primary School
Fonthill Primary Academy	Headley Park Primary School
Henbury Court Primary Academy	Henleaze Infant School
Little Mead Primary Academy	Henleaze Junior School
Parson Street Primary	Hotwells Primary School
Nova Primary School	Stoke Park Primary School
Orchard School Bristol	St Werburgh's Primary School
Bridge Learning Campus (All-through)	Victoria Park Primary School
	Bristol Cathedral Choir School
	St Katherine's School
	Trinity Academy Bristol

Our Offer to Staff

As proof of our commitment to staff retention and development, we offer excellent terms and conditions of employment, a friendly working environment with supportive leadership, and encourage our staff to maintain a positive work-life balance.

- Professional development opportunities across the Trust
- Paid induction and training suited to the role
- Tailored career progression through a performance management cycle for all staffing groups
- Access to Employee Discount Scheme
- Free tea, coffee and milk
- Confidential access to an Employee Assistance Programme
- Free parking
- Use of the Cycle Scheme
- Paid completion of a DBS check
- Flu vaccination vouchers
- Free eye tests (where the employee is desk-based)
- Where eligible, automatic enrolment to the relevant pension scheme
- Honouring of continuous service earned in the Local Authority