



**TAPESTRY
LEARNING
PARTNERSHIP**

JOB OPPORTUNITY

Midday Supervisor

Springfield Academy, Bulwell, Nottinghamshire

Fixed-term until August 2027

5.50 hours per week, 38 weeks per year

Payscale 1: £3,096 - £3,144 pro rata (£24,746 - £25,129 FTE)

Join us on an exciting journey of transformation and excellence.

At Tapestry Learning Partnership, we believe in the power of education to change lives. Formed in January 2026 through the merger of two strong trusts, QEGSMAT and Djanogly Learning Trust, we are building a future where every child succeeds and flourishes. Now, we are looking for a passionate and committed Midday Supervisor to play a vital role in supporting this vision at Springfield Academy.

About the Role

A midday supervisor supports the smooth running of the lunch period by keeping pupils safe, calm, and positively engaged. The role involves supervising children in the dining hall and playground, encouraging good behaviour and safe play, helping younger pupils with eating routines, and responding to any minor issues or concerns. By maintaining a friendly, watchful presence, the midday supervisor helps ensure lunchtime is a safe, enjoyable part of the school day.

Who We're Looking For

We are looking for someone who is warm, reliable, and confident working with children, with the ability to promote positive behaviour and create a calm, safe atmosphere during lunchtime. The ideal person will be patient, approachable, and able to build positive relationships while maintaining clear boundaries. They should be able to work well as part of a team, communicate effectively with staff and pupils, and remain calm and consistent when managing behaviour or resolving minor issues. A genuine commitment to children's wellbeing and inclusion is essential.

About Springfield Academy

Springfield Academy in Bulwell is a warm, community-focused primary school committed to providing a safe, nurturing, and ambitious learning environment for children aged 3–11. The school prides itself on strong relationships, high expectations, and a curriculum designed to inspire curiosity and confidence. As part of Tapestry Learning Partnership, Springfield Academy promotes teamwork, professional growth, and a shared dedication to helping every child thrive academically and personally.

Why Join Tapestry?

As part of our Trust, you'll benefit from:

- A supportive network of professionals who share your commitment to excellence
- High-quality professional development and career progression opportunities
- A caring, inclusive organisation that values staff wellbeing and work-life balance
- Access to a range of employee benefits designed to promote health and wellbeing

This is your chance to be part of something special. Help us shape the future and make a lasting impact.

Tapestry Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found at: [Tapestry Learning Partnership](#)

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this, please call 0115 9322920.

Further details about our school can be found on our website: [Springfield Academy - Home](#)

To apply for this position, please visit our careers page via our website: [Tapestry Learning Partnership](#)

JOB DESCRIPTION



- Post Title:** Midday Supervisor
- Reporting to:** Headteacher
- Grade:** Payscale 1
- Disclosure Level:** Child Workforce - Enhanced, Children's Barred List

Purpose of the Post

- Supervise and ensure the safety and well-being of pupils during lunchtimes
- Prepare dining area before and after lunchtime.
- Play with children indoors and out of doors
- Work under the general direction of the Site Manager and the Headteacher

Key Duties and Responsibilities

- Assist/supervise pupils with general hygiene before and after eating lunch
- Organise queueing and movement of children around school and to playground, ensuring good behaviour and calm atmosphere.
- Always encourage positive behaviour and good manners
- Encourage pupils to try new and healthy food and eat a balanced meal, including those with a packed lunch
- Be aware of pupils on special or restricted diets for medical reasons from information provided at the school.
- Assist pupils with cutting up food, pouring liquids etc. where necessary
- Encourage social skills and good table manners,
- Ensure safety with knives and forks.
- Ensure pupils tidy/clear up in a satisfactory manner
- Clean up spillages when required
- Deal with any basic first aid and medical support
- Share responsibility with other Midday Supervisors over lunchtime

Key tasks whilst on the playground and around school are to:

- Collect pupils from classrooms
- Ensure pupils are appropriately dressed
- Supervise children and ensure they do not leave the playground without permission. Check on any strangers
- Interact with children, encouraging positive play and communicate with them both inside and outside in the event of wet playtimes, ensuring playground equipment is ready and available
- Ensure safety and wellbeing, providing emotional support where necessary
- Be aware of changes in friendships, encourage socialising, play & prevent bullying, etc
- Discourage any dangerous activities.
- Report incidents of persistent poor behaviour to the senior Midday Supervisor
- Attend to minor accidents or to pupils who become ill
- Report to first aid if accident occurs or if pupil falls ill
- Monitor pupil behaviour, deal with unacceptable or challenging behaviour appropriately and in accordance with behaviour policy or any other guidance

- Ensure orderly return to class at the end of the lunch period, always modelling positive behaviour, and lead by example

These are broad descriptions of the types of duties and activities expected, they are not intended to provide an exhaustive list, therefore the postholder will be expected to carry out any other duties that may reasonably be regarded as within the nature of the responsibilities and grade of this post.

The post holder is expected to:

- Maintain strict confidentiality and adhere to data protection legislation and associated Trust policies at all times.
- Demonstrate a clear understanding of, and commitment to, safeguarding and child protection, maintaining an awareness of relevant procedures and responsibilities.
- Comply with the Trust's Health and Safety Policy and ensure safe working practices in the performance of all duties.
- Uphold and promote the principles of the Trust's Equal Opportunities Policy in all aspects of the role.
- Adhere to all other relevant Trust and school policies and procedures.
- Undertake any training and professional development necessary to effectively carry out the duties of the post.
- Perform any other reasonable duties commensurate with the level and responsibilities of the role, as required by the Trust.

Person Specification



Post requirements	Essential	Desirable	Evidence and Assessment
Experience, Skills & Knowledge			
A commitment to safeguarding and to the welfare of all children	✓		Application form, interview
To motivate, initiate and play games with the children	✓		Application form, interview
Communicate effectively with both children and adults	✓		Application form, interview
Be able to work as a team member	✓		Application form, interview
Working knowledge of equal opportunities	✓		Application form, interview
Experience working with children (either paid or unpaid)	✓		Application form, interview
Good health and attendance record	✓		Application form, interview
Willingness to attend meetings and access training to support role and responsibilities	✓		Application form, interview
Be able to deal with matters sensitively and confidentially	✓		Application form, interview
Have related childcare or child carer training		✓	Application form, interview
Relief MDS experience		✓	Application form, interview
Have some knowledge of playground games		✓	Application form, interview
Personal Qualities			
Calm and friendly manner.	✓		Interview
Enthusiastic.	✓		Interview
Ability to adapt to a variety of situations.	✓		Interview
Ability to use initiative.	✓		Interview
Able to evaluate own learning needs and seek learning opportunities.	✓		Interview
Self-motivated and a good team player.	✓		Interview

Ability to work under pressure. Ability to work positively with young people.	✓		Interview
Willing to engage in any professional development activities which will aid the effective completion of tasks required by the post.		✓	Interview