Recruitment Pack

MIDDAY SUPERVISOR, MATERNITY COVER

MARCH 2026

Grade 1, Point 2

9.75 hours per week, Mon to Thurs 12.00pm to 2.00pm

Friday 10.00am to 11.45am. Term Time only.

Actual salary £5468

https://mynewterm.com/jobs/146367/EDV-2026-CHA-41952

CASTLE HALL ACADEMY

Impact Education Multi Academy Trust

CASTLE HALL ACADEMY

Vision

To **achieve academic excellence**, **develop character**, and **raise aspirations** for all at Castle Hall Academy

Academic Excellence

Develop Character

Raising Aspirations

Key Drivers

Heart

Developing a **strong moral compass**

Mind

Developing our **capacity to think**

Communication

Communicating with **people** and **cultures** outside of ourselves

Mission

To become an academy

'where hearts and minds connect'

Academic Excellence | Developing Character | Raising Aspiration

At Castle Hall we work hard every day to deliver academic excellence, develop character and raise aspirations in everything we do. We exist to tackle educational disadvantage. We have high expectations of students and staff and strive to become better every day creating exceptional learners.

The Lunchtime team is a high performing team with strong values, work ethic and mutual sense of purpose. They care about the little things, enjoy collaborative working and share unrelentingly high standards.

We have invested significantly in our buildings and environment in recent years with upgrades to all teaching rooms, new heating and windows as well as refurbishment to our science block and a brand-new gymnasium.

We value staff wellbeing and are constantly seeking ways to support and develop our staff body. We have no staff meetings outside of the Academy Day and also, have a 1:25pm finish on a Friday.

I am proud to be Headteacher at Castle Hall Academy. I believe that all students deserve access to a world-class education. We have worked hard over the last 5 years to improve the provision for our students and community and the students at Castle Hall are now making excellent progress. I tell students frequently how lucky I am to be part of such a fantastic Academy with amazing students, if you too would like to be able to say the same then Midday Supervisor could be the job for you!

Paul Brook
Headteacher

Academic Excellence Developing Character Raising Aspiration

High expectations of students…

We have high expectations of our students and expect them to be displaying the characteristics of good learners at all times to ensure success in all aspects of their life at Castle Hall Academy.

Characteristics of Exceptional Learners

Reasoning
I ask questions about my learning and independently work things out for myself.

Resilience
When things get challenging, I never give up and learn from my mistakes.

Responsibility
I choose to do the right thing even when nobody is watching.

Respect
My behaviour is exceptional. I show respect for all in my community.

Reflection
I take every opportunity to review and develop my learning and behaviour.

Work hard, be kind and follow staff instructions - everybody, everyday

Academic Excellence | Developing Character | Raising Aspiration

Job Description

Post: Midday Supervisor

Purpose

To work within the Midday Supervisor Team to ensure the midday period operates safely, effectively and efficiently with a minimum of problems.

To contribute to a safe, orderly and positive lunchtime environment, supporting students' wellbeing, behaviour and social development in line with the academy's values and policies.

Duties and Responsibilities

- To assist in the delivery of an effective, high quality midday service for the academy to ensure a smooth and effective catering provision.
- To supervise students over the lunchtime period
- To follow the academy policies and procedures, including positive behaviour management procedures and those regarding Health, Safety and Hygiene.
- To provide appropriate help for students, including supervising students on special diets
- To manage any accidents, carry out appropriate first aid (following training)
- Work as part of the midday team in keeping the dining hall safe and clean
- Communicate effectively with colleagues, catering staff and senior leaders to ensure smooth lunchtime operations.
- To be aware of and follow academy policies and procedures
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Headteacher or your Line Manager.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.

Impact Education Multi Academy Trust is committed to safeguarding staff and students and expects all employees and volunteers to share this commitment. All posts are subject to an enhanced Disclosing and Barring Service DBS check. All interviews will include a question about Safeguarding and any anomalies identified in pre-recruitment checks will be discussed at interview.

Person Specification

Post: Midday Supervisor

Attributes	Essential	Desirable	How Identified
Knowledge and skills	• Literate and numerate • Good communication skills within a team and with clients.	• Food hygiene training (Level 1)	• Application • Interview
Experience	• Ability to supervise groups of children effectively. • Ability to remain calm, assertive and consistent	• Experience of working in a school environment • Experience of working with children or young people	• Application • Interview
Personal and professional conduct	• Aware of safeguarding procedures and policies and understands the importance of confidentiality • Ability to work within the academy's Health and Safety, Fire Evacuation and Positive Behaviour policies • Flexible approach and ability to adapt to a variety of situations	• First Aid Qualification	• Application • Interview • References
Working with others	• Able to work as part of a team		• Application • Interview • References

CASTLE HALL
ACADEMY

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