

Candidate information pack



“A Community of Learners”

Welcome from the Academy Principal

Dear applicant,

Thank you for your interest in joining our team here at Roundthorn Primary Academy. We are looking to appoint an enthusiastic Midday Supervisor to supervise our pupils during the midday period and support their learning in play.

We are looking for someone who:

- Has the ability to relate well to children and adults
- Has the ability to organise activities and play games with children
- Can listen to and communicate effectively with children using clear English
- Has a caring disposition and the ability to tend to and comfort sick/hurt children
- Can work constructively as part of a team
- Can mediate and resolve disagreements between children

We can offer:

- A school where role, workload and wellbeing are given high priority and are balanced
- A friendly and caring school
- Happy, enthusiastic and well-behaved children who have a passion for learning
- High quality CPD and support from Focus-Trust as well as mentoring and support in school
- A strong track record of successfully supporting new colleagues

We hope that you will find this information pack helpful in finding out more about this post. To find out more about Focus-Trust please visit www.focus-trust.co.uk or Roundthorn Primary Academy www.roundthornprimaryacademy.co.uk

Please return all completed documents via the My New Term Platform by 12 noon on Friday 17th July 2026.

Best of luck with your application,

John Taylor
Executive Principal

Welcome from Ken Lees, Chair of Governors

Dear applicant,

Thank you for taking the time to consider applying for the role of Midday Supervisor. As Chair of the Governing Board, I would like to take this opportunity to tell you a little bit about the context of our school.

Roundthorn Primary Academy is a school for around 210 children aged 3-11. We were assessed as Good in the Ofsted inspection in December 2023 with a judgement of Outstanding for Personal Development. When you visit you will find well-behaved children who are happy to be in school. Good quality teaching and learning combine to make Roundthorn a rewarding and exciting place to be.

I hope that we have given you a flavour of Roundthorn school. We have every confidence that we will successfully recruit a Midday Supervisor who can support us to develop school further. We are a very supportive governing body with high expectations for our young people and staff, and hope that you feel encouraged to apply for the post.

Warm regards,

Ken Lees
Chair of Governors



Job description

| | |
|-----------------------|---|
| School/Academy | Roundthorn |
| Job title | Midday Supervisor |
| Accountable to | Executive Principal |
| Line manager | Head of Academy |
| Salary | £24,796 Annual FTE (Grade 1 – SCP 3-4) – actual salary is pro-rata term time only, 5 hours per week |
| Contract type | Permanent |
| Working hours | 5 hours per week |
| Start Date | 1 September 2026 |
| Closing date | 12 noon Friday 17 July 2026 |
| Interviews | Tuesday-Wednesday 21-22nd July 2026 |
| Address | Roundthorn Primary Academy, Roundthorn Road, Oldham OL4 5LN |
| Telephone | 0161 770 8600 |
| Email | roundthorn@focus-trust.co.uk |
| Website | www.roundthornprimaryacademy.co.uk |

Purpose of the role

To supervise pupils during the midday period. To support learning in play for all pupils.

Main Duties

Provide support during play periods

- To supervise and support pupils at play ensuring their safety and access to learning
- To encourage pupils to interact with others and engage in play activities
- To encourage pupils to act independently and develop independence, as appropriate
- To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- To organise games for groups of children, skipping, ball games
- To encourage children to learn new games and participate in them
- To support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- To implement the academy's behaviour policy in a fair and consistent manner

The play environment

- To prepare play equipment ready for the correct times
- To encourage children to use equipment with respect and to return equipment
- To ensure that the Health and safety of children is observed at all times
- To be aware of potential risks
- To ensure children are appropriately dressed for the weather conditions
- During indoor play times ensure that activities are appropriate for the space being used

The dining room /eating areas

- To supervise children in the dining area, encouraging children to eat the food, use cutlery correctly and observe table manners
- To be aware of children on special diets and to ensure that these children eat the correct food
- To be aware of potential risks
- To supervise the clearing of tables, staking of plates and cutlery and scraping of plates

Fulfill wider professional responsibilities

- Make a positive contribution to the wider life and ethos of the Academy and the Trust.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
- Communicate effectively with parents and visitors.
- To participate in training and other learning activities and performance development as required.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Personal and professional conduct

A Midday supervisor is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a Midday supervisor's career.

Midday supervisors uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the Academy, by:

- treating pupils, staff, parents and visitors with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to an adult working in an Academy environment;
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
- showing tolerance of and respect for the rights of others;
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs; and
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Professionals working in the Focus-Trust must have proper and professional regard for the ethos, policies and practices of the Academy and the Trust, and maintain high standards in their own attendance and punctuality.

Professionals must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities; and within the policies, handbooks and guidelines of the Academy and of the Focus-Trust.

General

The post holder will:

- Be expected to actively support work and ethos of the Focus-Trust.
- Be expected to undertake such additional duties as may reasonably be requested by the Principal or their representative.
- Respect confidentiality of staff, pupils, families and visitors and not breach this trust. Any breaches of confidentiality must be reported to the Principal immediately.
- Participate in arrangements for appraisal and in the identification of areas in which s/he would benefit from training and undergo such training.
- Comply with and support all policies related to equal opportunities, child protection and safeguarding of children and colleagues.

This job description is neither exhaustive nor exclusive, and it may, after consultation with the post holder be subject to modification and amendment in accordance with the needs of the academy.

Person specification

Key:

App- application form

Ref- Reference

SP- Selection process. This could include a range of exercise, including an interview

| Essential Criteria | How Identified | Desirable Criteria | How Identified |
|---|---|---|---|
| <p>Skills</p> <p>Ability to relate well to children and adults</p> <p>Ability to organise activities and play games with children</p> <p>Ability to listen and communicate effectively to children</p> <p>Caring disposition and the ability to tend to and comfort sick/hurt children</p> <p>Ability to work constructively as part of a team</p> | <p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p> | <p>First Aid qualification</p> | <p>Provide evidence by producing certificate</p> |
| <p>Knowledge and Understanding</p> <p>Working with or caring for children of relevant age</p> | <p>Application form and selection process</p> <p>Application form and selection process</p> | <p>Experience of working in a school</p> <p>Experience of organizing games and activities for children</p> <p>Appropriate knowledge of first aid</p> <p>To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection</p> | <p>Application form</p> <p>Application form and selection process</p> |
| <p>Qualifications / Training</p> <p>Willingness to participate in development and training opportunities, first aid, child protection</p> | <p>Application form and selection process</p> | | <p>Application form and certificate</p> |
| <p>Other conditions</p> | <p>Enhanced DBS Disclosure clearance</p> | | |

About our Academy

Academy vision

“A Community of Learners – A one-form entry school in a close-knit community, focused on learning in and with the community.

Our pupils

Our school serves a community close to the centre of Oldham with families predominantly of south Asian backgrounds.

Our staff

We have a healthy mix of long-serving and newer staff across different roles. We work closely with Coppice Primary Academy, sharing an Executive Principal. Leaders of the two schools meet together regularly and expertise around the curriculum and subject leadership is shared between teachers.

Our school organisation

Our pupil admission number is 30 and there is one class for each year group, from Reception to Year 6. In addition to class teachers, learning is supported in classes by teaching assistants – the number of these depends on needs within classes and year groups.

Our facilities

Roundthorn is all on one level and so is accessible to anyone with mobility difficulties. In addition to classroom accommodation, there is a hall / gym and extensive school grounds.

We have our own kitchen and school meals are cooked on site. Privately managed before-school, after-school and holiday care is available to pupils. A pre-school nursery operates in the same building during the day.

Our curriculum

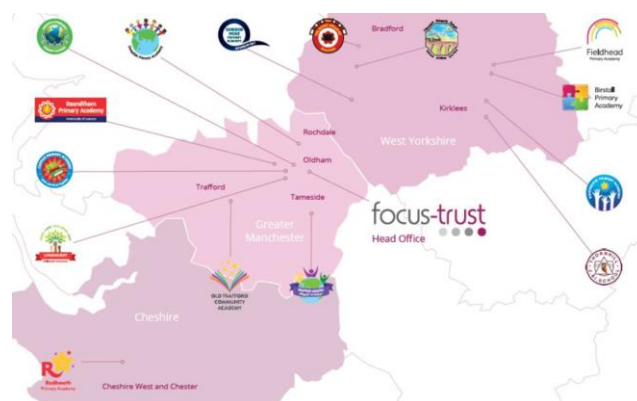
We have worked hard to establish a curriculum that meets the needs of all pupils. We have a Forest School leader and use Oldham Music Service to provide instrument tuition for children in KS2. We ensure that language and vocabulary development underpins everything that we do – “every lesson is a language lesson.” We employ a sports coach to ensure high quality PE and after school provision for our children, including entering local sports competitions.

Our extra-curricular activities

Our committed staff provide a wide range of clubs during lunchtime and after school, taking the opportunity to share their passions, interests and strengths. In addition to sports we have seen dance, cooking, computing, drama, sewing, art, science and music clubs provided.

| Roundthorn Primary Academy Quick Facts | |
|--|-------------------|
| Type of school | Primary |
| Age range | 3 - 11 |
| Location/LA | Oldham |
| Number of children | 210, plus Nursery |
| Number of teaching staff | 8 (plus SLT) |
| Number of support staff | 28 |
| % FSM | 23% |
| % SEN | 16.8% |
| % EAL | 54% |

What you might want to know about Focus Trust



Focus-Trust was incorporated in May 2012 as a primary trust. The Trust has links with the sponsor, Focus Education, but is an entirely separate legal entity. As with all academy trusts, the Trust is a company limited by guarantee and an exempt charity. The Trust's offices are situated in a newly converted historic mill conversion in Chadderton, Oldham with excellent motorway networks to access our schools.

The defining feature of Focus-Trust is that it is a specialist primary phase trust. This means that the work of the Trust is driven by the distinctive needs of primary schools. Whilst the Trust has robust systems for accountability, each school has their own distinctive identity, ethos and culture, and this is a commitment to every school when they convert and join the Trust.

Focus-Trust currently has a small centrally employed team. The members of the team are highly skilled and committed to the vision, culture and values of the Trust.

All the schools within the Trust are willing partners who have actively chosen to join Focus-Trust and there is a very high degree of consensus, cooperation and commitment from within the group.

The Trust has robust policies and systems in place to govern and guide its work. These have been gradually implemented as the Trust has grown. The Trust has well-established productive relationships with trade unions and meets half termly with a group of national trade union representatives to discuss policy development. This has enabled us to introduce and change a range of policies in a streamlined and cooperative way.

Equality of opportunity

Focus-Trust is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, gender, race, colour, nationality, ethnic origin, disability, gender, religion, age, marital status, sexual orientation and/or medical condition.

Safeguarding

Focus-Trust is committed to safeguarding and promoting the welfare of all children and young people. There is an explicit expectation that all employees share this commitment and adhere to all safeguarding policies and procedures. Applicants should be aware that the recruitment process will include an assessment of your suitability to work with children.

Right to work in the UK

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

Validation of qualifications and identity

All shortlisted candidates will be asked to bring original certificates or relevant qualifications and identity documents to interview. These will be photocopied and kept on file and, if appropriate, may be confirmed as genuine with the relevant awarding bodies. The copies of the successful candidate will be retained on their personnel file. The copies of unsuccessful candidates will be treated as confidential waste and disposed of appropriately.

References and Social Media Checks

If you are shortlisted, we will take up references before the interview date, unless you state otherwise on your application form. However, two satisfactory references must be received before we can confirm any offer of an appointment. One of your referees must be your current or most recent employer. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record, and suitability to work with children. Copies of references or open references will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies, or relevant issues as part of the recruitment verification process.

In line with our safer recruitment policy, on-line presence checks will be undertaken if you are shortlisted. This check is designed to complement the range of standard recruitment checks and allows us to identify a candidate's online presence, which potentially could damage the organisation's reputation.

Disability

To comply with the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the named person on the advert, if you need to discuss this in any detail. We will consider any reasonable adjustment under the terms of the Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

Disclosure of a criminal record

Employment in this role is subject to an enhanced check with the Disclosure and Barring Service (DBS). Checks will also be made against the lists showing people barred from working with children. All checks must be satisfactory before any offer of employment can be confirmed and before commencement of work can take place.

Dress code

We expect all staff to dress professionally and appropriately for the roles undertaken. We pride ourselves on the high standards of dress of both our pupils and staff; these standards are led by our staff who we expect to set an example.

Knowledge and skills profile

This is an important part of your application and is your opportunity to explain how you meet the person specification for the post. You should demonstrate, using no more than 2000 characters, your skills, knowledge and experience and give short examples. Describe how you match the requirements of the role; include experience gained from previous jobs, community, or voluntary work. Ensure that the information you give is well organised, relevant, and brief. You may find it helpful to use sub-headings to keep your statement well focused. If you do not submit this profile, you will not be considered for short listing.

Policies

Focus-Trust and the schools have a range of policies and handbooks that help to make clear our expectations and ways of working. These are always shared openly with staff and are accessible to everyone. There are several policies that prospective employees should be aware of when making an application. These can be found on the Trust website www.focus-trust.co.uk and school websites. All members of staff will be asked to sign a declaration as part of the induction process to acknowledge that they have read and understand the Code of Conduct and some of the key policies, e.g. Safeguarding and Child Protection, Health and Safety, Acceptable use of IT.

Pensions

Focus-Trust contributes to Teachers' Pensions and Local Government pensions in the same way and with the same level of contribution as local authorities.

Employer Relations

Focus-Trust has a Trade Union agreement which recognises the teacher and support staff unions. This is further supported by an ongoing and productive relationship with key trade union officials.

Thank you for taking the time to read this information pack. We wish you every success in any application you may make.

Please ensure that your application is completed on 'My New Term' by **12noon on Friday 17th July 2026**.

Thank you for taking the time to read this information pack. We wish you every success in any application you may make.