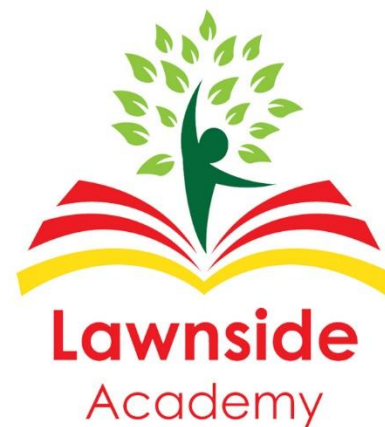




Reception



Lawnside Academy Application Pack

**Midday Supervisory
Assistant
ASAP**





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INTRODUCTION

Welcome to Lawnside Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our academy, please contact:

Cheryl Johnson

Principal

cjohnson@bestacademies.org.uk

Tel: 01767 312313

Lawnside Academy

Lawnside, Biggleswade, Bedfordshire SG18 0LX

www.lawnsideacademy.org.uk

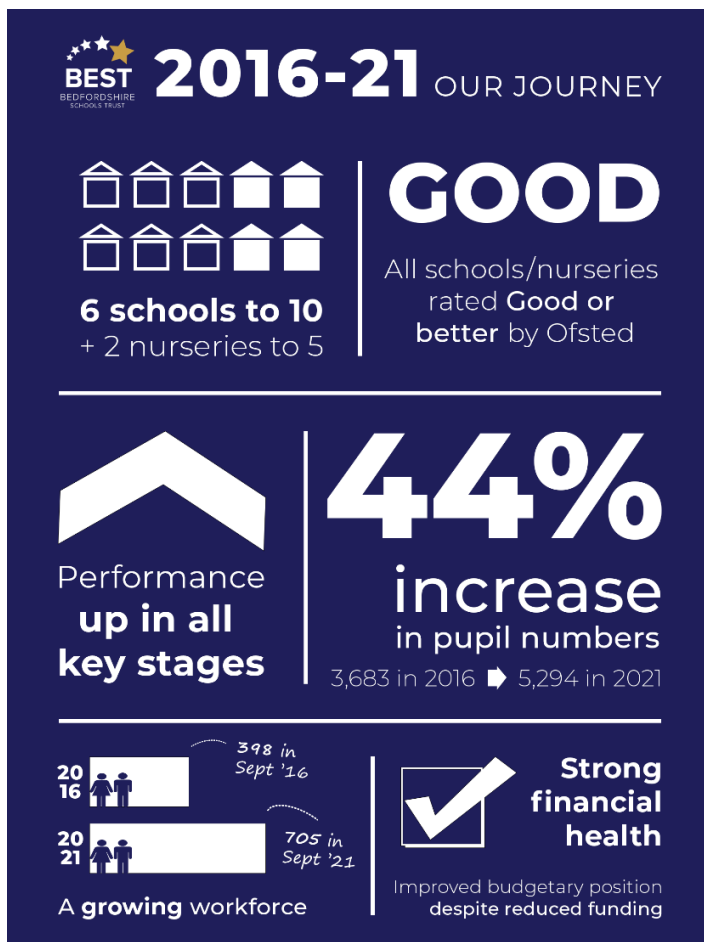


ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 10 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest single employers in Central Bedfordshire.

We now educate 6,000 children across the area, from nursery age to advanced level study, and have over 800 members of staff.



*This infographic charting the journey of our trust was originally created for our **5 Years of BEST** commemorative brochure which was produced in September 2021 – a digital version is available to read on our website*



It is our aim to grow the BEST in everyone, and everything we do is driven by our values. We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at

www.bestacademies.org.uk/jobs

The formative years of BEST have been a real success story – and we are looking forward to an exciting future, too.

A primary-secondary model of education is being established to replace the current three-tier system in Central Bedfordshire, more schools are looking to join us as we seek to grow further, and performance across all key stages continues to improve.



ABOUT LAWNSIDE ACADEMY

Lawnside Academy converted to a Primary school in September 2024, with a capacity of 420 pupils. The school is located in the town of Biggleswade, in Bedfordshire.

We joined Bedfordshire Schools Trust in January 2019 and in our first Ofsted inspection since joining BEST (March 2023), we were judged as 'Good' in all areas.

At Lawnside, we put our children at the heart of everything we do. Each day our hard-working staff strive to improve the provision, opportunities and experiences offered to pupils, and develop skills that will last throughout their lives.

We are a values-based school and strive to nurture a passion for lifelong learning in everyone, encouraging all children and adults to be confident and independent.

We aim to provide opportunities for each and every child to develop their courage, perseverance, self-esteem and aspiration, while all the time feeling safe to take risks, make mistakes and challenge themselves.

At Lawnside, we value everyone for who they are, celebrating individuality and diversity, and creating a culture where all children have their voice heard and encourage each other to achieve the best they can in all areas of school life.



HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at www.mynewterm.com before the closing date.

Closing date: 9am, Friday 18th September 2026

Interview date: w/c 28th of September 2026

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We look forward to receiving your application.



JOB DESCRIPTION

Job Title	Midday Supervisory Assistant
Based at	Lawnside Academy
Salary/Grade Range	Level 1D points 3
Responsible to	Principal
Hours	Fixed-term contract for 1 year 7.08 hours / 5 days per week (1 hour, 25 minutes daily – specific hours dependent on key stage)

Midday Supervisor Key Responsibilities

1. **Provide safe and effective supervision of pupils during the lunchtime period**, including before, during and after meals, ensuring pupils are well supported whether they are having a school meal or a packed lunch.
2. **Promote good hygiene practices**, including supervising and encouraging handwashing and other hygiene routines in line with school expectations.
3. **Supervise the safe movement of pupils to and from the dining area**, maintaining orderly behaviour and ensuring pupils follow school routines and expectations.
4. **Support pupils in the dining hall as required**, including helping younger or vulnerable pupils carry trays, access food, find seating and clear away equipment safely.
5. **Encourage positive table manners and independence**, providing appropriate assistance with eating where necessary and responding promptly to spillages or other minor issues.
6. **Promote pupils' health, safety and wellbeing**, responding appropriately to accidents, injuries or illness, administering basic first aid where trained and seeking additional assistance when required.
7. **Supervise pupils during indoor and outdoor play activities**, encouraging positive social interaction, inclusion and active play, while ensuring behaviour is managed consistently in accordance with the school's Behaviour Policy.
8. **Support the school's positive behaviour culture**, using restorative and relational approaches where appropriate to encourage respectful conduct and resolve low-level concerns.
9. **Maintain high standards of safeguarding and confidentiality**, reporting any welfare, safeguarding or health and safety concerns promptly in line with school procedures and keeping sensitive information secure.



10. **Contribute positively to the wider school community**, working collaboratively with colleagues and undertaking other duties commensurate with the grade and responsibilities of the post.

Please note, while every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description.



PERSON SPECIFICATION

Job Title: Midday Supervisory Assistant

Attributes	Essential	Desirable
Qualifications and Training	• Good standard of literacy and numeracy. • Willingness to undertake relevant training, including safeguarding, behaviour management, health and safety, first aid and paediatric wellbeing.	• Current First Aid qualification or willingness to obtain one. • Relevant childcare, playwork, education or youth work qualification.
Experience	• Experience of working with children in a school, childcare, community or voluntary setting. • Experience of supervising groups of children and promoting positive behaviour. • Experience of working effectively as part of a team.	• Previous experience working within a primary school setting. • Experience supporting children with SEND. • Experience leading playground activities, games or social development programmes. • Experience using restorative, relational or therapeutic approaches to behaviour support.
Knowledge and Understanding	• Understanding of the importance of safeguarding and promoting the welfare of children. • Awareness of health and safety requirements within a school environment. • Understanding of positive behaviour management and the importance of consistency in expectations and routines. • Awareness of equality, diversity and inclusion and how these support positive outcomes for children. • Understanding of the importance of confidentiality and professional conduct.	• Knowledge of child development and age-appropriate behaviour. • Understanding of trauma-informed or nurture-based approaches. • Understanding of strategies that support inclusion and emotional wellbeing.
Skills and Abilities	• Ability to build positive and respectful relationships with children. • Ability to supervise pupils effectively and maintain a safe environment. • Ability to communicate clearly and appropriately with pupils, colleagues and parents.	• Ability to organise structured playground activities and games. • Ability to support conflict resolution between pupils using restorative approaches. • Ability to support pupils with medical, physical or additional learning needs.



	• Ability to remain calm and respond appropriately in challenging situations. • Ability to encourage positive play, cooperation and social interaction. • Ability to follow school policies, procedures and instructions. • Ability to work on own initiative while also contributing effectively as part of a team. • Ability to observe, record and report concerns accurately and promptly.	
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Personal Qualities

- Caring, patient and approachable manner.
- Positive role model for children.
- Reliable, punctual and professional.
- Flexible and willing to adapt to the needs of the school.
- Committed to safeguarding and promoting children's welfare.
- Fair, consistent and respectful in dealing with children and adults.
- Enthusiastic about supporting children's wellbeing, development and enjoyment of school.

Safeguarding Statement

The successful candidate will be expected to demonstrate a commitment to safeguarding and promoting the welfare of children and young people. The post is subject to enhanced DBS clearance, satisfactory references, online checks and all other safer recruitment requirements in line with current statutory guidance.

