

Secondary

Academy
Transformation
Trust

Midday Supervisor

Application Pack

Star Academy
Burnaby Road, Tunstall,
Stoke-on-Trent,
Staffordshire,
ST6 5PT

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01. Welcome from the CEO

Welcome from the Chief Executive

Thank you for your interest in joining Academy Transformation Trust. Choosing the right next step in your career is an important decision, and I am delighted that you are considering doing so with us.

At ATT we are driven by a simple but profound belief: every child can and should become capable, competent, and confident. Our purpose is to transform lives through education, and our strategy, ATT2030, sets out how we will achieve this for every pupil, every colleague, and every community we serve.

We know that people are at the heart of everything we do. Our trust thrives because of the talent, dedication, and values of our colleagues. If you choose to join us, you will become part of a high-trust, high-accountability organisation where principals are empowered to lead, colleagues are supported to grow, and everyone is united in the moral purpose of education.

We are ambitious for our pupils and ambitious for our people. Across the trust you will find a culture of collaboration, professional excellence, and deep care for one another. We celebrate hard work, integrity, and teamwork, and we create opportunities for everyone to flourish.

I wish you every success with your application. Whether or not you go on to join us, I hope you will recognise that ATT is a community committed to excellence, to belonging and becoming, and to ensuring that all of us – pupils and adults alike – leave more capable, more competent, and more confident than when we arrived.

With best wishes,



Mark McCourt
Chief Executive Officer



02. About Academy Transformation Trust

About Academy Transformation Trust

At Academy Transformation Trust (ATT), our ambition is that every person who passes through our schools and colleges becomes an educated person – able to take a rightful place in the community of educated people and to join what Robert Maynard Hutchins called “the Great Conversation.” An ATT education stresses history, the scientific mode of thinking, the disciplined use of language, a wide-ranging knowledge of the arts and religion, and the continuity of human enterprise. We aspire for everyone, regardless of their starting point, to leave us capable, competent, and confident.

Our Values

ATT2030 sets a values-driven culture that is explicit about how we work and lead:

- **Belonging & Becoming:** we meet each child where they are and refuse to leave them there – giving them both roots and wings.
- **Integrity & Excellence:** we act ethically, celebrate excellence, and pursue high standards in all that we do.
- **High Trust, High Accountability:** decision-making sits close to pupils and communities; principals are trusted as strategic leaders; the central team acts as expert partner; accountability is professional, dialogic, and focused on learning and improvement.

Our Three Goals

Everything in ATT2030 is organised around three interlinked goals that describe the kind of people – pupils and adults – we are forming:

- **Capable:** equipped with the knowledge, skills, and emotional readiness to perform to a high standard, adapt to change, and contribute meaningfully.
- **Competent:** possessing the knowledge, habits, and judgement to get things done – well, reliably, and independently – handling setbacks and making steady progress.
- **Confident:** feeling safe, happy, and known – secure enough to take risks, speak up, and grow with purpose and integrity.



Our Nine Aims (by 2030)

These goals translate into nine aims that define success for ATT by 2030:

Capable

1. Professional Excellence – skilled professionals delivering consistently high standards.
2. Fluent Learners and Thinkers – confident, curious learners fluent in communication and technology.
3. Multiple Pathways to Success – diverse routes that recognise varied talents and passions.

Competent

4. Purposeful, Knowledge-Rich Learning – rigorous, meaningful learning that enriches lives.
5. Unwavering Focus – purposeful use of time and energy on what matters most.
6. Strength Through Challenge – resilience built by tackling challenge and learning from it.

Confident

7. Valued and Empowered Individuals – everyone known, valued, and supported to be their best.
8. Leading with Integrity, Celebrating Excellence – values-led leadership and cultures that recognise excellence.
9. Moments That Shape Us – deliberate rites of passage and significant experiences that foster growth and self-discovery.

Our Approach to Working Together

We are building a high-trust, high-accountability organisation. Principals are empowered as strategic leaders of their academies; the central team provides expert challenge, support, tools, and evidence; accountability is reframed as professional dialogue aimed at continuous improvement, not blame. This is how we ensure that every child leaves us capable, competent, and confident.



03. Academy Information



As Principal at Star Academy, Sandyford I would like to offer you an insight into our Academy and the commitment we have to our community as a whole.

Star Academy, Sandyford opened in April 2013, is set in the heart of a vibrant, diverse community and is part of the Academy Transformation Trust family.

We subscribe to the 7 principles of public life:

Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

Our shared values are –

Smart/Safe Tolerant Ambitious Resilient

Our Vision is encapsulated by the motto

Desire to learn, learn to achieve

Daily routines work to embed these four values to ensure that our children grow not only academically, but with the strength of character that will lead to a successful future as a valued and healthy member of society.

The academy seeks to ensure that all stakeholders are empowered to achieve the highest of expectations through the provision of a bespoke, lively and exciting, knowledge-based curriculum that promotes enquiry and exploration, risk-taking and resilience. The curriculum nurtures the desire to achieve the very best regardless of the children's different starting points. Our broad curriculum is enriched with a huge variety of experiences which brings learning alive and makes precious memories.

All we do and work for is to ensure our pupils have the best opportunities and are enabled to be successful in whatever realm they choose to enter; they are star lights in the world.



Job Description

Midday Supervisor

Star Academy are looking to appoint a dedicated, organised and flexible individual who has a passion for working with children.

Acting as part of a team of Midday supervisors, the successful candidate will take care and responsibility of all the children on the academy premises during the midday break between the morning and afternoon teaching sessions.

Key Responsibilities:

- Helping set the dining room up for lunch and clearing the dining room after lunch
- Checking dinner registers
- Supervising the pupils whilst eating
- Helping pupils pour drinks/cut food
- Mopping up spillages
- Supervising the playground
- Supporting games and play
- Managing pupil behaviour
- Dealing with minor first aid incidents
- Supervising pupils in classrooms during wet lunchtime
- Communicating with class teachers when necessary

The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.



05. Person Specification

Person Specification

Midday Supervisor

	Essential	Desirable
Skills and Knowledge	<ul style="list-style-type: none"> • Knowledge of kitchen health and safety. • Communicate effectively to an appropriate standard. • Work as part of a team and individually. • Encourage high standards of pupil's behaviour at all times. • Respect confidentiality. • Ability to work and communicate with children and adults. • Ability to manage the behaviour of groups of children. • Manage basic 1st aid incidents. 	<ul style="list-style-type: none"> • Knowledge and understanding of the welfare and social needs of pupils. • Previous experience of the role. • Willingness to undertake any training recommended by the academy. • 1st Aid qualification (training given)
Experience	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Experience of supervising groups of children on a voluntary or paid basis.
Competencies	<ul style="list-style-type: none"> • Ability to keep calm under pressure. • Good communication skills. • Good time-management. • Organisational skills. • Ability to work as part of a team. • Has a patient, caring and sympathetic personality. 	<ul style="list-style-type: none"> •
Values	<ul style="list-style-type: none"> • A professional approach to students, and staff. • An understanding of and commitment to the academy's Equalities and Safeguarding Policies. • An understanding of and respect for the confidentiality required by the post. 	<ul style="list-style-type: none"> •

Other	<ul style="list-style-type: none">• Enjoyment of working with children.• Sensitivity and understanding, to help build good relationships with pupils.• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school.• Commitment to maintaining confidentiality at all times.• Commitment to safeguarding pupils' wellbeing and equality.• Resilient, positive, forward looking, and enthusiastic about making a difference.• Capacity to inspire, motivate and challenge children and young people.
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This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.



06. Onboarding

Recruitment & Selection

You can expect the following from the Recruitment & Selection process:

Prior to Interview

- Adverts & Candidate packs that give the full detail of the role (responsibilities, pay, development etc)
- A point of contact for the vacancy within the Trusts recruitment team to advise on each step of the recruitment process
- A full and comprehensive vetting process, that meets and exceeds the requirements of Keeping Children Safe in Education 2025 [Keeping children safe in education 2025](#)
- An applicant tracking system that allows you to enter details with ease and receive updates to the progress of you application and or pre-employment checks
- Selection for Interview based upon the Job Description and Person Specification

Interviews

- The opportunity to prepare with enough notice for interview processes
- A meet and greet at the place of work (Academy or Office) with members of the panel. If the Interview is held on Teams an opportunity to meet at later date
- The opportunity to ask questions and have a full interview with discussion around the role

Following the Interview

- You will receive notification as to whether you were or were not successful
- You will be given an opportunity to obtain feedback
- If successful further safer recruitment checks will take place
- You will receive a conditional offer of employment and contracts of employment will not be issued until all checks are received and are satisfactory

Induction

- You will receive a Trust Induction and a localised induction which will give you further information on policies, process and procedures that impact your role
- You should expect regular opportunities to meet with your line manager to address any issues or concerns you may have or to plan any required training you may need
- You should expect to have all the equipment you need to begin your role
- You will have access to the Trusts benefit platform VivUp from day one of employment



07. ATT Institute

What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey

Personal Development (PD) Opportunities for our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise



08. How to Apply

Midday Supervisor

Applying:

For all our Trust Vacancies, please follow the link here: [Vacancies - Academy Transformation Trust](#)

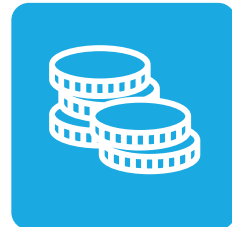


Status:

Fixed Term until 31 August 2027
5 Hours per week, Term time only

Salary:

NJC Scale Point 3
Actual Salary: £2,966
FTE Salary: £25,524

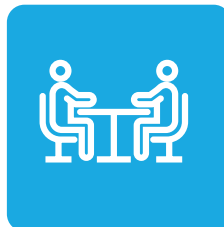


Closing Date:

Tuesday 16 June 2026 at 9am

Start Date:

As soon as possible



Interviews:

TBC

We utilise an application tracking system which will require data from you in order to complete the application process. If you are struggling to access this system or wish to have an informal conversation regarding the role, please reach out to the contact on the advert and they will be able to support you.





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