



Welbourne Primary
Academy



Welbourne Primary Academy

Application Information Pack

Midday Supervisor



Principal's Welcome



Dear Applicant,

Thank you for your interest in joining the Welbourne Primary Academy family. I am delighted to introduce you to our vibrant and inclusive school community.

At Welbourne Primary Academy, we believe in inspiring excellence and achievement through an innovative, relevant, broad, and balanced curriculum. Our vision is to open children's eyes to a life full of choice and opportunity, ensuring that every door remains open through quality first teaching. We aim

to develop curious and motivated learners who have the self-belief that they can succeed in whatever they choose to pursue.

Our values are at the HEART of everything we do: Happiness, Excellence, Aspiration, Respect, and Teamwork. These values guide us in creating a nurturing environment where every child can flourish.

We place great emphasis on community involvement. We believe that a strong partnership between the school, parents, and the wider community is essential for the holistic development of our students. We actively encourage parents and community members to participate in school events, volunteer opportunities, and collaborative projects. By working closely with our community, we create a supportive and enriching environment where every child can thrive.

Our Academy is a thriving, one-form entry school where new children and families quickly become part of our family community. The positive relationships between leaders, staff, and pupils support the progress of all students. We are committed to providing a range of rich learning experiences that prepare our children for a life full of choice and opportunity.

We are proud to be part of Thomas Deacon Education Trust which, like us, is dedicated to raising educational outcomes for all its students across its range of primary and secondary phase academies. As a member of staff here you will benefit from high quality professional development and support both from this school, and also directly from an exciting range of development and training opportunities our locally based trust allows us to share in. Sharing expertise with a variety of like-minded schools ensures we provide the best possible opportunities for our staff to grow and develop regardless of the point in their career they join us.

We look forward to welcoming you to our school and invite prospective candidates to visit and explore the opportunities to join our team.

Warm regards,

Miss T. Lawson | Principal



Job Description

Job Title	Midday Supervisor
Reports to	Senior Midday Supervisor
Salary/Grade	Pathway 1
Date Last Evaluated	June 2025
Core Purpose	To ensure the security and care of the pupils of the school and to promote their social development during the lunch time period.

Key Responsibilities

- To supervise pupils, during the lunch period, in dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.
- To report to the Senior Midday Supervisor at beginning of the lunch period and receive any instructions with regard to duties.
- To monitor the behaviour of pupils discouraging in a positive way any anti-social behaviour and reporting any incidents to the Senior Midday Supervisor as appropriate.
- To ensure the safety and well-being of children, providing emotional support where necessary.
- To arrange and supervise appropriate activities under the direction of the Senior Midday Supervisor.
- To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.

Dining Hall

- Before pupils enter the dining hall, to ensure that pupils have visited the toilet and washed their hands where appropriate.
- To organise dinner queue and entrance of pupils into dining hall and from dining hall to playground: ensuring good behaviour and calm atmosphere. To deal with any misbehaviour that may occur in accordance with the school's behaviour policy. Report, as appropriate, incidents to Senior Midday Supervisor.
- To encourage all pupils to eat but especially those with special needs or disabilities and to assist children with cutting up of food, pouring of water etc. where necessary.
- To encourage social skills and good table manners, ensuring safety with knives and forks.
- To clean up spillages of food and to organise clearing cutlery and crockery off tables.



Playground

- Where appropriate, to collect pupils from classroom ensuring that they are adequately dressed for the weather conditions.
- To supervise and control entrance and exit to school premises by pupils during the lunch break. Check on any strangers who may enter the school grounds and report any concerns to the Senior Midday Supervisor.
- To ensure that pupils who leave the school site have permission to do so.

School Premises

- To supervise pupils on the school premises in the hall, classrooms, dining room, field and through corridors, when they are not allowed outside because of inclement weather.
- To ensure that, when classrooms are used during the Midday break because of inclement weather that the children are quietly occupied and that the classroom is left tidy, ready for afternoon school.
- To check toilet areas, when necessary, to ensure that they are clean and being used appropriately. To report any problems to the Senior Midday Supervisor.

Supporting the wider Academy

- Set a personal example that contributes to the positive ethos of the Academy.
- Develop and maintain professional and effective working relationships with parents/carers, external partners and other staff colleagues.

General Responsibilities

- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.
- Be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.
- To treat all information acquired through employment, both formally and informally, in strict confidence.



- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

Note: Every job description in the organisation will be subject to a review either:

- On an annual basis at the time of the annual appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.



Person Specification

Attribute	Essential or Desirable	Assessment
Qualifications		
Good basic education in English and Maths (e.g. GCSE or equivalent), grade C+.	E	A
Knowledge & Understanding		
To understand the needs of young children.	E	A/I
Good understanding of child development and learning.	D	A/I
Skills & Abilities		
Strong behaviour management skills.	E	A/I
Inter-personal skills – ability to communicate effectively with children, colleagues and parents/carers (both orally and in writing).	E	A/I
Ability to maintain positive and constructive relationships and to convey a love for learning.	E	A/I
Demonstrate good organisational skills.	E	A/I
Ability to act confidentially and professional at all times.	E	A/I
Ability to remain calm and positive under pressure.	E	A/I
Ability to show initiative in a range of situations.	E	A/I
Ability to demonstrate flexibility of approach and resilience.	E	A/I
Experience		
Working with primary aged children (e.g. previous TA experience / parent volunteer / Brownie or Cub leader).	E	A/I
Experience of planning as part of a team.	E	A/I
Experience working with children with SEN and/or Speech and Language delay.	E	A/I
Experience of being a paid worker in play schemes, crèches, midday supervision, after-school clubs or similar.	D	A/I
Personal Commitment		
Demonstrate and adhere to TDET and Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Academy's internal procedures.	E	A
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to TDET's Health and Safety policy and procedures.	E	A



Assessment methods

A – Application

I – Interview

T – Task/Activity

L – Lesson Observation

R – References





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