



# Langford Village Academy Application Pack

## **Midday Supervisor**





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# INTRODUCTION

Welcome to Langford Village 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:

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**School Business Manager**

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**Langford Village Academy**

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**[www.langfordvillageacademy.org.uk](http://www.langfordvillageacademy.org.uk)**



# ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest trusts in the county. We now educate 8,000 children across the area, from nursery age to advanced level study, and have over 1,000 members of staff.

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](http://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.



# ABOUT LANGFORD VILLAGE ACADEMY

Langford Village Academy is a small primary school with approximately 260 pupils. The school is located in the village of Langford, a few miles south of the town of Biggleswade, in Bedfordshire.

In our most recent Ofsted report (April 2024), we were judged as Good by inspectors.

Working at Langford Village Academy is an opportunity to be part of a highly successful village school, as well as being part of a supportive trust.

We are passionate about outdoor learning and our children enjoy Forest School activities in our lovely woodland area. We encourage children to learn outdoors as much as possible, using our wonderful village location.

We are a values-based school where children thrive in an environment of nurture, resilience and understanding.

You will join a happy and highly motivated staff team who are supportive, professional and passionate about the school.

Langford Village Academy converted to primary status (from a lower school) in September 2021 as part of an ongoing reorganisation by the local authority to two-tier education in the wider area.



# 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](http://www.mynewterm.com) before the closing date.

**Closing date:** 30<sup>th</sup> January 2026

**Interview date:** To be confirmed

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

<b>Job Title</b>	Midday Supervisor
<b>Based at</b>	Langford Village Academy
<b>Salary/Grade Range</b>	NJC Scale ID Points 2-3 pro-rata (FTE £24,413) £12.65 per hour
<b>Responsible to</b>	Vice Principal
<b>Hours</b>	8.75 hours a week Mon - Fri, term time only including staff training days.
	<b>FIXED TERM UNTIL AUGUST 2026</b>

## Purpose of Role

To be responsible, during the midday break, for the safety and general welfare and proper conduct of pupils.

## Main Responsibilities

- Supervision of pupils immediately before, during and after the midday meal. This includes pupils who have a school meal as well as those who bring their own food.
- Supervision of hand washing as required.
- Supervision of pupils' entry into the dining room, including any walk or journey to the dining room which might be required.
- Assistance for pupils where necessary to carry trays etc to table and to return empty dishes etc to service counter.
- Assistance for pupils where necessary to cut up food and guidance on the proper use of cutlery; assistance in the clearance of any spillage etc if required.
- Taking such steps as are necessary when pupils are sick, carrying out minor first aid and summoning any assistance needed to deal with injuries or illness.
- Supervision of pupils in the playground or other area of the school as required, dealing with any incidents of inappropriate pupil behaviour in line with the school's Behaviour Management Policy. Organising play/games as appropriate inside school on wet days.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.



- To undertake any other duties of a similar level and responsibility as may be required.

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 Supervisor**

Attributes	Essential	Desirable
Education and Qualifications	Good general standard of education	
Relevant Experience	Experience with children (including own children)	Previous experience of working with children in a caring or educational environment
Relevant Skills and Knowledge	Empathy with the needs of children and young people.  Ability to work as part of a team and to use own initiative when appropriate.	
Other	Willingness to undertake further training as appropriate.  Willingness to undertake First Aid training  Willingness to be flexible.  DBS clearance prior to taking up post.	Current First Aid qualification

**We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance**

