

# Recruitment Pack

**Midday Supervisory Assistant**  
Balby Central Primary Academy



## Introduction by the Chief Executive Officer

Thank you for your interest in this exciting opportunity to develop your career with The Rose Learning Trust. We hope that by reading this pack and the information available on the [website](#) you will get a good overview of the exciting opportunities and support you can expect as a member of staff at our trust.

We are a collaborative organisation focussed on high standards and opportunities for all. As a trust, we seek to support and challenge each other to improve the outcomes and life chances of all our pupils across all our communities. We will continue to learn from each other: transforming futures collaboratively. In this way we believe that the changes we make, the developments and strategies we put in place will have purpose, be embedded and effective.

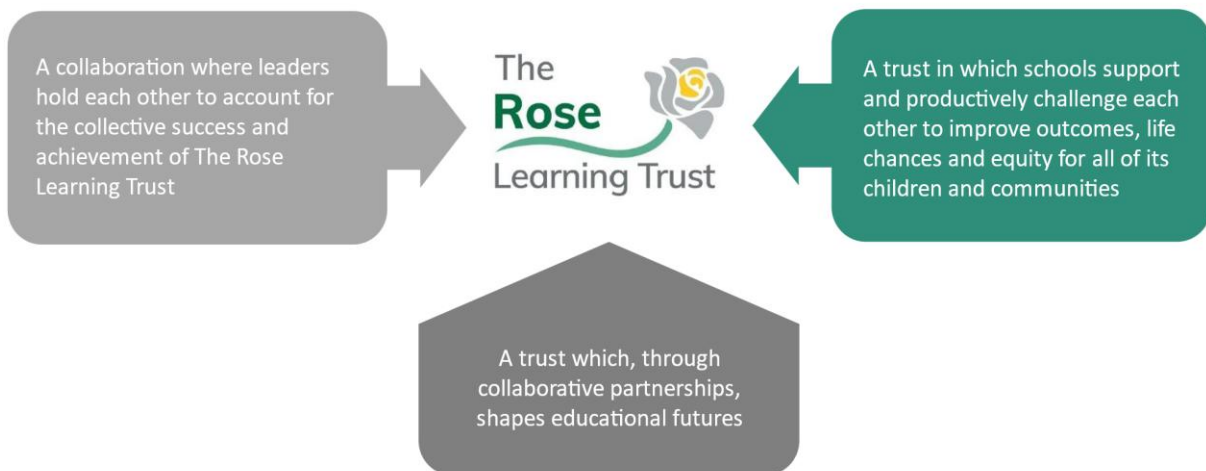
Our aim is not only to grow our trust successfully, but also sustainably. We believe that through quality, not quantity, we can facilitate opportunities that can be invested back into the people who will secure our future: our pupils and staff. Our aim at The Rose Learning Trust is to provide all pupils with the best possible start in life within communities of promise.

**Jeremy Harris**  
Chief Executive Officer



## Vision

# Transforming Futures Collaboratively



## Overview of the trust

The strategic plan combines our vision and values with our strategic objectives and developing excellence priorities. Each school will use the developing excellence priorities as the base for their school developing excellence plans. This ensures that, although each school has their own priorities and development areas, they are within a clear unified structure that aligns with the trust strategic plan. Please see the [website](#) for more information.

## Our vision: Transforming Futures Collaboratively

We will achieve our vision by:

- Every child having the best start to their education
- Every child having the best tools and support to learn and grow in a safe, secure environment
- Every child having access to excellent teaching and an excellent curriculum
- Every child being encouraged and inspired to believe in themselves
- Every child learning how to make and sustain great relationships
- Creating an enjoyment of learning through collaboration with all partners
- Creating equitable lifelong learning opportunities and academic success for all children





# THE ROSE LEARNING TRUST STRATEGIC PLAN 2023-2026

<b>Vision</b>	<b>TRANSFORMING FUTURES COLLABORATIVELY</b>				
<b>Values Statement</b>	The Rose Learning Trust aims to create and foster a culture of high aspiration, enjoyment for learning, academic success and lifelong skills for all our pupils, within communities of promise.				
<b>Strategic Objectives</b>	<b>Developing Pupils</b>	<b>Developing People</b>	<b>Developing Governance</b>	<b>Developing Growth, Business Facilities and Resources</b>	<b>Developing Communities and Partnerships</b>
<b>Developing Excellence Priorities</b>	Excellent teaching for every child	Excellent curriculum for every child	Excellent standards of behaviour, attitudes, attendance and safeguarding	Excellent targeted support for every child that needs it	

## Balby Central Primary Academy



‘Shaping lives, building futures to be the best you can be’

At Balby Central we aim to unlock each individual child’s potential to succeed, thrive and to be happy on their own journey with us. We endeavour to create unforgettable learning experiences and immerse children in an environment where they feel confident to challenge themselves. We are constantly adapting to meet the needs of all as learners in this ever-changing society, ensuring that they are ready for the next stage in their lives. During their time at Balby Central, children are taught the skills of collaboration and the power of talk, confidence, resilience and effort, determination and reflection to support their academic successes as our school learning powers

We strongly believe in a team approach, to utilise each others’ strengths, work together and to ensure that we increase our own expertise, knowledge and skill as professionals. We see every member of the team playing a key part in our school approach to improve outcomes and life chances for our children and their futures.





## Midday Supervisory Assistant Advert Information

<b>Post</b>	<b>Midday Supervisory Assistant</b>
<b>Contract type</b>	Permanent, Part Time, Term Time
<b>Grade</b>	Grade 3, Point 2: £4,258.56 (Actual)
<b>Hours</b>	7.5 hours per week, Mon – Fri, 11:35 - 13:05 daily
<b>Reporting to</b>	Assistant Headteacher for Business & Staffing and the Business Support Officer
<b>Location</b>	Balby Central Primary Academy
<b>Commencement date</b>	As soon as possible
<b>Closing date</b>	Sunday 5 <sup>th</sup> July 2026
<b>Shortlisting date</b>	Tuesday 7 <sup>th</sup> July 2026
<b>Interviews</b>	Monday 13 <sup>th</sup> July 2026

The Rose Learning Trust is a successful medium sized trust based in Doncaster and North Lincolnshire. We have grown from two schools to nine over the last seven years with a central trust office based in Balby. We are a trust that lives our vision of ***transforming futures collaboratively*** in all our work to ensure we develop and grow sustainably and embed best practice for the benefit of our pupils.

Balby Central Primary Academy is looking to appoint a highly motivated and organised professional to play a key role in our school. A vacancy exists for a hardworking and dedicated Midday Supervisory Assistant to join the school.

As a member of staff, you also benefit from greater opportunities for professional development and promotion as we encourage movement between our academies to give you broader work experience.

The Midday Supervisory Assistant should always comply with the trust’s code of conduct, safeguarding policies and practices and have:

- Personal integrity and a commitment to the Nolan Principles of Public Service
- A commitment to diversity, equal opportunities and anti-discriminatory practices
- A commitment to ensuring children learn in a safe environment



- A commitment to professional development and training
- An affinity with The Rose Learning Trust culture and purpose

The successful candidate will:

- Be a positive role model and have a desire for children to thrive and flourish
- Share like-minded values with the school and its ethos
- Be able to work well as part of a team and individually
- Have a calm and nurturing manner
- Communicate well and converse with all children within the primary age range

We can offer in return:

- A dedicated and supportive team that demonstrates cohesion and a sense of belonging
- A school that values its community
- An inclusive, welcoming environment
- Supportive hard working staff with shared expectations
- Enrolment into a staff wellbeing package, offering confidential wellbeing services

Visits to the school are warmly welcomed and encouraged. They can be made by appointment with Mrs Stephanie Bradley by contacting the school on 01302 321914.

For further information about this role please ring the school and a relevant member of the team will call you back to answer your queries. School can be reached on 01302 321914.

To apply use the link below:

<https://mynewterm.com/jobs/143962/EDV-2026-BCPA-26426>

***This post involves working with children and therefore if successful you will be required to apply for a Disclosure and Barring Service records check at an enhanced level. Further information about the Disclosure Scheme can be found at [www.gov.uk/disclosure-barringservice-check](http://www.gov.uk/disclosure-barringservice-check).***

***In line with our safer recruitment policy two references will be sought before we interview.***

***We are committed to the equality of opportunity in the services provided to customers and all aspects of employment. We warmly welcome applications from all sectors of the community. Our recruitment policies, procedures and practices enable all applicants to be considered on merit and ability to do the job. We will make reasonable adjustments, in line with the Equality Act, for disabled applicants if these are needed.***







## Midday Supervisory Assistant Job Description

As a member of staff in The Rose Learning Trust, you will benefit from greater opportunities for professional development, collaboration and career development.

### Employment details

Job title:	Midday Supervisory Assistant
Reports to (job title):	Assistant Headteacher for Business & Staffing and the Business Support Officer
Grade and Salary	Grade 3, Point 2 £4,258.56 (Actual)
Contract Type	Permanent, Term Time

### Job Purpose:

#### Main purpose of the post

Supervise and assist children during lunchtime, both inside the school and on the playground, to ensure a safe and positive environment is maintained and all children behave respectfully and appropriately.

### Duties and Responsibilities:

#### Main Duties and Responsibilities

- Supervise children during the lunchtime break, ensuring their safety, welfare, general wellbeing and individual needs are being met.
- escort children to and from the dining area, as necessary
- ensure that children are in the dining hall at the correct time
- support the children in the dining hall and on the playground
- assist children with clearing away their used trays, cutlery and beakers when lunch is finished



- support children if they become unwell during the lunchtime period and seek appropriate assistance if required
  - assist with all resources that used during the lunchtime period – this includes getting them out for children to access, and tidying them away at the end of break
  - supervise children on the playground equipment, such as the trim trail, the climbing wall and the gym equipment
  - liaise effectively and professionally with all children, staff and visitors
  - attend training to support the role as directed
  - supervise children in their classroom in the event of a wet playtime
  - engage with children, promoting creative play and positive relationships with their friends
  - ensure that children remain within a safe environment and that they play together safely
  - model ready, respectful and safe behaviours to children, ensuring that they are adhering to expectations
  - manage behaviour expectations effectively and ensure that concerns are fed back to the class teacher at the end of the lunchtime Period
  - help children acquire social skills and help them develop their communication
  - attend to minor accidents sustained during the lunchtime period and seek appropriate assistance if necessary
  - ensure that the recording of first aid incidents is managed in a timely manner as per the school's recording system
  - wipe tables in the hall and in the school's picnic area and keep the eating areas tidy and free from litter
- respect confidentiality at all times

These duties and responsibilities should not be regarded as exhaustive or exclusive as the post holder may be required to undertake other reasonably determined duties within the school, commensurate with the grading of the post, without changing the general character of the post. The Job Description and allocation of particular responsibilities will be reviewed on a yearly basis and may be amended by the Head Teacher at any time after consultation.

**The post holder must always comply with the trust's staff code of conduct.**

The post holder's duties must be carried out in compliance with the trust's:

- Safeguarding policies
- Equality policies
- Information Security policies
- Financial Regulations
- Health & Safety at Work Act



- and all other trust policies

**The Rose Learning Trust takes its duty to safeguard the young people with which it works seriously and is committed to safeguarding and promoting the welfare of children. Applicants will undergo child protection screening appropriate to the post, including checks with past employers.**

**All Rose Learning Trust staff members are required to undertake an Enhanced Disclosure and Barring Service check (EDBS)**

**The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check.**





# Midday Supervisory Assistant Person Specification

<b>PERSON SPECIFICATION</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
AF – Application Form      CQ – Certificate of Qualification      I – Interview			
<b>Qualifications and Training</b>			
Valid First Aid Certificate		X	AF/CQ
Willingness & ability to obtain & enhance qualifications or training for development in this post	X		AF/I
<b>Relevant Experience</b>			
Caring for children/young people	X		AF/I
Working in an educational setting		X	AF/I
<b>Knowledge and Skills</b>			
A good understanding of respectful and safe behaviours	X		AF/I
Ability to engage with children through play	X		AF/I
Positively contribute to the school’s ethos and values	X		AF/I
Able to act quickly and deal effectively with any situation which may arise	X		AF/I
A commitment to inclusion, ensuring every child feels valued	X		AF/I
<b>Personal Qualities</b>			
Excellent communication skills	X		AF/I
A good attendance and punctuality record	X		AF/I
Willingness to work negotiated flexible hours as appropriate	X		AF/I
<b>Safeguarding</b>			
Understanding and commitment to safeguarding procedures within a school environment	X		AF/I
Understanding of Data Protection	X		AF/I

