



**Sedley's**  
Church of England School

WORKING AT SEDLEY'S C OF E PRIMARY SCHOOL

# Join our Team



For Appointment of:  
Midday Supervisor





## Head of School

Tina Handley

Thank you for your interest in the role at Sedley's C of E School. I hope that the information within gives you an insight into our school, Aletheia Academies Trust and the unique opportunity this position offers.

We are a friendly, caring school where everyone is encouraged to live out our vision of 'Love to Learn, Learn to Love.' I am proud to be part of this unique school, working every day with staff who continually demonstrate high expectations of all children, and who positively encourage them to be the best they can be! Our children are friendly and caring, and they are given the opportunity to explore and learn across a wide range of curriculum areas, as well as accessing enrichment opportunities to enhance these learning moments.

The success of our entire education is part of the journey for each child to become a self-content, working adult. Our vision of Love to Learn – Learn to Love is as important to adults as it is to our children. Our Governors are continually learning in their roles to keep doing more and more for our children; therefore, our vision applies to the whole school, our children, our staff, our leadership, and our parents and carers.

Sedley's joined Aletheia Academies Trust in June 2022 and has quickly become integral to the Aletheia community whilst benefiting from being part of a local Trust. Using expertise in our larger primary schools, we have been able to offer Sedley's students opportunities they did not have previously had access to.

The school provides an exemplary model of the highly ethical and inclusive Trust vision and values. We aim to serve our community by providing an excellent education for pupils of all abilities and backgrounds in the context of Christian belief and practice. We promote Christian values in accordance with the principles of the Church of England and spiritual development through the experience we offer to all our pupils.

I look forward to receiving your application.

# Sedley's Church of England Primary School



Sedley's is a small school in the village of Southfleet, with four classes for children from 4 to 11 years of age. The school was founded in 1637 by Sir John Sedley and is a unique setting that is at the heart of the community. The building has been extended but the original school building is still very much in use and full of character!

At Sedley's we are passionate about providing a wide range of learning experiences for all our children through a curriculum that is broad and varied, making learning memorable and fun for our pupils! Learning for all is at the heart of what we do, ensuring an inclusive approach so that every pupil is given the opportunity to succeed.

We are proud of our Christian vision and values, and we work hard to ensure they are interwoven into all aspects of school life, guiding us on our learning journey.

Our vision is **'love to learn – live to love'**. This vision is as important to adults as it is to our children. Most of the jobs our children will do don't even exist yet. Our Governors and our staff are continually learning in their roles to keep doing more and more for our children, so our vision applies to the whole school, our children, our staff, our leadership and our parents and carers.

We aim to develop a range of skills and knowledge in our children during their time with us. We are making use of 'Growth Mindset' across the school, so that our pupils are independent, confident problem solvers. We want to prepare our young learners for the next stage in their education journey and address all elements of their growth and development. The learning and well-being of each individual is paramount, and our curriculum allows this to happen. Reaching their full potential is fundamental to all that we do, and our children leave us as life-long learners.



Parents are supportive and positive about the school's work.



# Job Description

<b>Job Title</b>	Middy Supervisor
<b>Location</b>	Gravesend, Kent
<b>Duration</b>	Part-time, permanent
<b>Work Hours</b>	7.5 hours per week during term-time (38 weeks per year), Mon – Fri 11.45am – 1.15pm
<b>Reporting to</b>	Office Manager
<b>Salary</b>	AAT A.1 – £4,525.18 per annum (FTE £26,168)
<b>Pension</b>	LGPS



## About the Role

We are looking to appoint a Middy Supervisor to join our friendly and supportive team. This is a fantastic opportunity to play a vital role in creating a safe, enjoyable, and inclusive lunchtime experience for our children.

As a Middy Supervisor, you will help ensure that lunchtimes run smoothly and safely. Your responsibilities will include:

- ♥ Supervising children in the dining hall, playground, or other areas during the lunch break.
- ♥ Encouraging healthy eating and positive behaviour.
- ♥ Supporting children's wellbeing and promoting a happy, friendly atmosphere.
- ♥ Working closely with colleagues to maintain a safe and caring environment.

### We would love to hear from you if you:

- ♥ Enjoy working and playing with young children.
- ♥ Are committed to enabling every child to achieve the very best they can.
- ♥ Have a belief in inclusion, diversity and the right of each child to be successful whatever their needs, abilities and background.

# Key Responsibilities



## General Duties

- Supervise and care for children during the lunch break, ensuring their safety and welfare and helping them to develop good eating habits.
- Work as part of a team to ensure consistency and effectiveness, contributing to the positive ethos and environment of the school.
- Follow the school's behaviour policy in dealing with poor behaviour and encouraging good behaviour.
- Play games with the children, initiating and supervising activities.
- Undertake any additional activities that have been put in place and requested by the Deputy Head Teacher.
- Adhere to the need for confidentiality at all times.

## Playground Duties

- Help children develop good social skills; playing games, taking turns, and caring for one another.
- Be actively involved in the children's play; leading and organising games and activities.
- Escort children to and from the toilets, ensuring they are not left unsupervised in school.
- Ensure children are playing safely.
- Deal with First Aid matters or to report them to a First Aider.
- Lead children back into class, ensuring children are sensible and calm, ready for their afternoon learning.





## Lunch Hall Duties

- ♥ Assist with setting up tables, laying up places (knives and forks) and pouring drinks. To assist with clearing away after meals, wiping tables, and putting tables away.
- ♥ Follow the established procedures in directing children to collect food and return trays, cutlery, and cups.
- ♥ Clean up food and water spillages on tables and floors.
- ♥ Help children with skills such as cutting food, using cutlery correctly and eating properly and to also develop children's skills in social interaction.
- ♥ Help children with lunchboxes to manage their food i.e., opening packets, drinks, etc.
- ♥ Inform class teachers if packed lunch boxes contain items that are not part of the school's policy i.e. fizzy drinks.

*This is illustrative of the general nature of the role. It is not a comprehensive list of all tasks expected to be carried out. The post-holder may be required to do other duties appropriate to the level of the role, as directed by their Line Manager/Head of School.*

The school's vision of 'love to learn, learn to love' is shared by staff and pupils alike.

- Ofsted 2023





## Qualifications and Experience

- Experience working with children.
- Achieved or working towards a relevant qualification.
- First Aid qualification.
- Experience working as part of a team, sharing working knowledge and skills.

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## Skills and Knowledge

- Have a basic awareness of health and safety practices.
- To have the ability to quickly assimilate new procedures and working methods.
- Ability to demonstrate good strategies for managing children, ensuring they are involved and engaged.
- Ability to work on own initiative.
- To be able to develop a range of play/learning related skills.
- Good communication skills at all levels to build relationships with children and members of school staff.

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## Personal Qualities

Work flexibility, able to rearrange work plans in relating to changing priorities.

Interact sensitively with other workers, children and parents.

Listen to understand the needs of all children.

You will need to be patient, firm but fair and have a calm approach.

To be able to inspire, motivate and foster excellent relationships, working in partnership with school staff.

All Essential Criteria

E = Essential

D = Desirable

# How to Apply



If you are interested in this position and would like to have a more detailed conversation or arrange a visit to the school before making the decision to apply for the post, please contact:

People and Culture Team

[HR@aletheiastrust.org.uk](mailto:HR@aletheiastrust.org.uk)

01474 533 082

To apply for this role, [please visit MyNewTerm.](#)



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Please click her to view: [Our Trust Policies](#) or [Our Recruitment of Ex-Offenders Policy](#)



# Contact Us

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