

**YOUR JOURNEY
STARTS HERE**

Realising ambition for every pupil - and every career.



Midday Supervisor Application Pack



Dartford Bridge Community Primary School



Who we are



About us

At Cygnus Academies Trust, we are proud to be a growing network of eight primary schools across South East London, Dartford and Tonbridge. Our mission is simple yet powerful: to realise ambition for pupils and staff alike, by delivering the very best education and creating opportunities for all.

Founded in 2016, we have built a collaborative network of schools that nurtures, challenges and supports every member of our community. Each school retains its individuality while benefiting from shared expertise and trust-wide support. As a Trust community, we believe in:

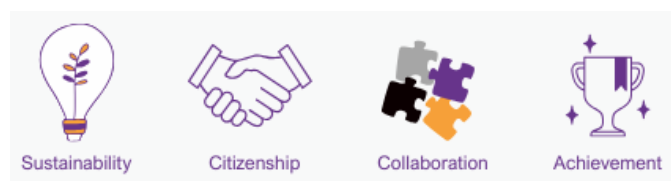
- Celebrating uniqueness – Each school retains its individuality while benefiting from shared expertise.
- Collaboration at every level – From leadership to classroom practice, we work together to achieve excellence.
- Investing in people – Staff development and career progression are at the heart of what we do.

Our schools are vibrant, welcoming places where you can grow, develop, and make a real difference.

Our Vision

Our core purpose is to ensure every person, adult or child, we work with realises their ambition. Through our network of sustainable schools, we aim to:

- Give every pupil access to exceptional education and opportunities that empower them to thrive.
- Work collaboratively with high expectations to embed strong practice and achieve success across all schools.
- Equip pupils with the skills, knowledge, and understanding to thrive as local, national, and global citizens.





About our school

Dartford Bridge Community Primary School is an energetic and welcoming two form entry primary school in Kent. At DBCPS, we are committed to providing every child with the very best education, built on the foundations of independence, determination, and self-belief. Our BRIDGE values are at the heart of everything we do:

- **Believe** in yourself
- **Respect** each other
- Show **Independence**
- Be **Determined**
- **Grow** together
- Demonstrate **Excellence**

These values shape our culture and guide our pupils to become confident, resilient learners.

Our Approach

We offer an engaging, creative curriculum that inspires curiosity and encourages children to become life-long learners, well-prepared for their future as self-motivated and independent citizens of the world. As a true community school, we build strong relationships with families and work in partnership to ensure every child is supported to thrive.

Our Community

Located on The Bridge Learning and Community Campus, we are proud to be part of a dynamic local community. We actively seek opportunities to build both local and international links, enriching learning and promoting global citizenship.



About the role

Position:	Midday Supervisor
Contract:	Permanent
Hours/Weeks:	5 hours per week/ 38 weeks per year (Monday – Friday 12.00pm – 1.00pm)
Grade:	Kent Scheme A
Salary:	£2,686 (£24,513 FTE)
Start date:	February 2026
Closing date:	18 th February 2026

At Dartford Bridge Primary School, we are looking for a passionate, positive and committed Midday Supervisor to join our wonderful lunchtime team. This is your chance to become part of a school community that values kindness, teamwork and the joy of childhood.

Why This Role Matters

Lunchtime is one of the most important parts of a child's day — a moment to recharge, play, build friendships and feel safe. As a Midday Supervisor, you'll be a key part of this experience, helping children enjoy their break in a caring, structured and fun environment. Your presence genuinely shapes the tone of the school day, giving pupils the confidence to return to learning refreshed and ready.

What You'll Be Doing

Your role will be busy, varied and rewarding. You'll:

- Support pupils in the dining hall, helping younger children with routines and table manners
- Encourage imaginative play, cooperative games and positive social interactions
- Promote pupil wellbeing by being a warm, approachable and consistent adult
- Help maintain safety and good behaviour through calm, confident supervision
- Work collaboratively with the wider school team to ensure lunchtimes run smoothly
- Celebrate the small moments — the achievements, the kindness, the budding friendships

You will be a role model, a problem-solver, a playful spirit when needed and a reassuring adult when children need a little extra support.

Who We're Looking For

We'd love to hear from you if you:

- Have a natural affinity with children and enjoy being part of their world
- Can remain calm, positive and proactive during busy periods
- Are confident supporting behaviour using a nurturing, restorative approach
- Communicate clearly and work well as part of a team
- Want a role that allows you to make a daily difference

Experience in a school setting is welcome but absolutely not essential — what matters most is your warmth, reliability and enthusiasm.

How to apply

Please apply via MyNewTerm with your application form and a short supporting statement explaining how your skills match this role. (If you would prefer the application form in a different format, please contact the school office.)

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE:	Midday Supervisor
GRADE:	Kent Scheme A
ALL STAFF RESPONSIBILITIES:	<ul style="list-style-type: none"> To live our values of collaboration, citizenship, sustainability and achievement. To follow our schools' and Trust's policies and procedures. To value lifelong learning and develop skills and knowledge. To adhere to the highest level of safeguarding and child protection.
MAIN PURPOSE OF THE ROLE:	To ensure the safety, wellbeing and positive behaviour of pupils during the lunchtime period, promoting a happy, healthy and engaging environment both in the dining hall and playground.

MAIN RESPONSIBILITIES

PUPIL SUPERVISION AND SAFETY	<ul style="list-style-type: none"> Supervise pupils in the dining hall, playground and indoor areas. Ensure pupils remain safe, well-behaved and appropriately occupied.
BEHAVIOUR AND PLAY	<ul style="list-style-type: none"> Monitor pupil movement and account for all children. Support pupils who become upset, unwell or distressed.
DINING HALL DUTIES	<ul style="list-style-type: none"> Encourage active, positive and inclusive play. Lead simple games and activities. Support restorative conversations. Reinforce school values.
WELLBEING	<ul style="list-style-type: none"> Monitor queues and assist younger children. Promote healthy eating. Support clearing and routines. Set up and clear dining hall equipment.
FIRST AID	<ul style="list-style-type: none"> Build positive relationships with pupils. Encourage inclusion. Support pupils with additional needs.
TEAMWORK	<ul style="list-style-type: none"> Provide simple first aid. Record and report incidents. Follow health, safety and safeguarding policy.
ENVIRONMENT	<ul style="list-style-type: none"> Work collaboratively with staff. Report concerns proactively. Attend meetings/training. Maintain tidy, safe spaces.

GENERAL RESPONSIBILITIES	<ul style="list-style-type: none"> • Check equipment. • Prepare wet-play activities.
SAFEGUARDING	<ul style="list-style-type: none"> • Uphold school values and safeguarding. • Maintain professionalism and confidentiality. • Undertake additional duties as required. • Recognise and report any concerns about pupils' safety, wellbeing, behaviour or development, following school safeguarding procedures. • Maintain safe working practices, professional boundaries and confidentiality when working with pupils. • Support pupils' wellbeing, inclusion and positive behaviour, ensuring a safe and secure learning environment for all.

- This job description outlines the duties of the post at the time of publication.
- The post holder may be asked to carry out other reasonable duties without changing the role's general responsibilities.
- Priorities will be reviewed annually through performance management.

PERSON SPECIFICATION

Areas	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good level of literacy and communication skills • Willingness to undertake training, including safeguarding 	<ul style="list-style-type: none"> • First Aid qualification • Training in behaviour management or play leadership
Experience	<ul style="list-style-type: none"> • Experience working with or caring for children in any setting (school, childcare, clubs, voluntary roles etc.) 	<ul style="list-style-type: none"> • Experience in a school environment • Experience supporting children with SEND
Skills	<ul style="list-style-type: none"> • Ability to supervise groups of children positively and calmly • Strong communication and teamwork skills • Ability to promote positive behaviour and resolve low-level conflict • Ability to remain alert, proactive and safety-conscious 	<ul style="list-style-type: none"> • Ability to lead structured games and activities • Skills in restorative approaches or emotion coaching
Knowledge & Understanding	<ul style="list-style-type: none"> • Understanding of the importance of child wellbeing and positive relationships • Awareness of health & safety in a 	<ul style="list-style-type: none"> • Understanding of safeguarding responsibilities in schools

	playground/dining context • Understanding of inclusive practice	• Knowledge of strategies that support emotional regulation
Personal Attributes	• Warm, friendly, approachable and patient • Reliable and punctual with a strong sense of responsibility • Positive attitude and ability to use initiative • Calm under pressure and able to adapt to changing situations	• Creative and enthusiastic about play and outdoor activities • Willing to contribute ideas to enhance lunchtime provision
Safeguarding & Professional Conduct	• Commitment to safeguarding and promoting the welfare of children • Ability to follow school policies and report concerns promptly • Maintains professional boundaries at all times • Demonstrates respect, confidentiality and integrity	• Experience working within safeguarding procedures in a previous role

Why join us

Joining Cygnus Academies Trust means becoming part of a collaborative, forward-thinking community dedicated to realising ambition for every child and adult. We offer:

- **Professional Growth:** Access to high-quality CPD, coaching, and clear career progression pathways.
- **Supportive Culture:** A strong network across our schools, underpinned by our core values: Collaboration, Citizenship, Achievement, and Sustainability.
- **Wellbeing Commitment:** Initiatives to support staff mental health and work-life balance, including wellbeing programmes and flexible working options.
- **Attractive Benefits:** Competitive pay, generous pension scheme, and trust-wide perks.
- **Inclusive Environment:** A workplace that values diversity and promotes equality, ensuring everyone feels respected and empowered.
- **Impactful Work:** The chance to make a daily, visible difference in children's lives and contribute to a thriving school community.
- **Innovation and Resources:** Opportunities to engage with new ideas, digital tools, and shared resources across the trust.

Safeguarding and Child Protection

We are committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment and uphold the highest standards of professional conduct. Recruitment procedures comply with statutory guidance, including *Keeping Children Safe in Education*, and all appointments are subject to enhanced DBS checks, online searches, and satisfactory references. We maintain a culture of vigilance, transparency, and accountability to ensure every child is safe and supported.

Equality and Inclusion

Cygnus Academies Trust is a people-first organisation that values diversity and strives to create an inclusive environment where everyone feels welcomed, respected, and able to thrive. We provide equality of opportunity for all, regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, ethnicity, religion or belief, sex, sexual orientation, or any other protected characteristic, in line with the Equality Act 2010.

Get in touch



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Realising Ambition

