



Woodland  
Academy Trust

# Midday Supervisor Special Resource Provision Applicant Information Pack



Lime Wood  
Primary School

## Welcome from the Chief Executive Officer

Dear Applicant,

Thank you for expressing an interest in this role at the Woodland Academy Trust. Woodland Academy Trust is a small but ambitious Trust that puts the children and community first. We are on an exciting journey to achieve the best possible outcomes and excellence for all.

To support us on our journey, we are welcoming applications from skilled and committed applicants who have vision, drive and ambition and would be keen to hear about your experiences and what skills you can bring to this role. We seek to attract staff who have a growth mindset, strong values and work ethic and care deeply about serving communities.

This is an exciting time to join Woodland Academy Trust as we further strengthen our school improvement offer across the Trust. You will benefit from working with a strong team, receive the very best professional development and have the opportunity to make a real difference to the daily learning experiences of our wonderful children.

We look forward to your application.

Yours faithfully,

Nav Sanghara, Trust Leader (CEO)



## Our Trust

Woodland Academy Trust was formed in September 2011 and currently consists of five primary schools, four of which are located in the London Borough of Bexley and one in Kent.

All our schools share the same mission; ignite the spark, reveal the champion. We are an inclusive and ambitious Trust, striving to achieve the best possible outcomes for our children. Our aim is to provide the highest quality learning experiences for every child by creating an ethical culture of empowerment and growth for all. We believe deeply in the importance of nurturing strong partnerships with our local communities and beyond.



AMBITION



COLLABORATION



COMPASSION

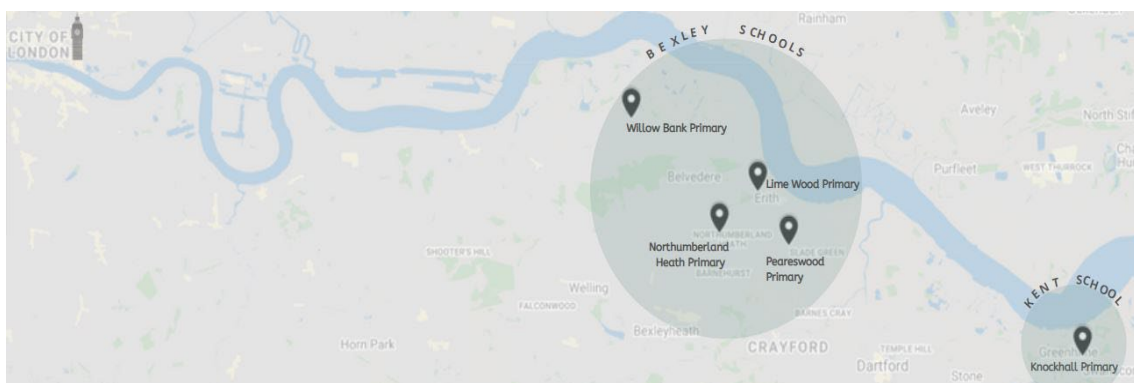


EXCELLENCE



INCLUSIVITY

Discover more about the Woodland Academy Trust by watching our video [here](#).



## Welcome from the Headteacher

Thank you for your interest in joining us at Lime Wood Primary.

Our wonderful school opened in September 2023 with a reception cohort and as the community grows, the school is continuing to grow year by year, eventually into a three- form entry school.

I am delighted to be the Headteacher at Lime Wood Primary School. One of my personal values stems from a TED Talk I watched some time ago. The talk was given by an American educator called Rita Pierson. Her main message throughout was that 'Every child needs a Champion'. Ever since then, this has been my personal mantra in all of the schools I have worked in across the Woodland Academy Trust. This also links directly with our Trust's ethos of 'Ignite the spark, reveal the champion'.

If you would like to find out more and join Lime Wood Primary on its exciting journey, then please do not hesitate to get in touch. We would love to hear from you.



**Miss C Ingrams- Headteacher**

## About our school

Lime Wood Primary is a unique circular three-story school in the heart of the Erith community. We value our partnerships and by working with and listening to our community, we will deliver an education to our children that will create life-long learners.

Our school has amazing facilities that include a 3G pitch, MUGA pitch, allotment, a growing Forest School, a dedicated Art /DT space as well as a dedicated Food/Science room together with a library and breakout spaces.

In our commitment to PedTech and a Universal Design for Learning we have a growing collection of digital resources to enhance learning as well as 1:1 iPad devices for all children from Reception.

### Our Vision

*Ignite the spark, reveal the champion*

*To deliver a curriculum that is provided by good teachers underpinned by an effective blueprint for excellence in culture, behaviour, attainment and wellbeing - to find the champion in everyone.*

### Our Values

We have worked with our school community to develop our five core values:



TEAMWORK



CURIOSITY



RESPECT



PRIDE



KINDNESS

Get a glimpse into Lime Wood Primary School by watching our video: [Welcome to Lime Wood Primary](#)

To find out more about Lime Wood Primary School, visit our website and follow us on social media to see what's happening in our school community.

### Lime Wood Primary School website



lime\_wood\_primary



Lime Wood Primary School



Follow us



## Lime Wood Primary School



[www.limewoodprimaryschool.co.uk](http://www.limewoodprimaryschool.co.uk)

Lime Wood Primary School,  
2 Sandy Road,  
Erith, Kent  
DA8 1FJ

01322 344939

*Ignite the spark, reveal the champion*

## About our vacancy

<b>Job title:</b>	Midday Supervisor, Special Resource Provision
<b>Status:</b>	Permanent
<b>Hours:</b>	6.25 hours per week
<b>Working weeks per year:</b>	39
<b>Grade:</b>	SP03- 04 (pro-rata £4,039 – £4,097)
<b>Post Start Date:</b>	<b>September 2026</b>
<b>Closing Date for Applications:</b>	17 <sup>th</sup> June 2026

We're looking for a warm, energetic and reliable Midday Supervisor working with children in our Special Resource Provision, to join our friendly team at Lime Wood Primary School. If you're passionate about working with children and want to play a key role in creating a safe, fun and respectful lunchtime environment, we'd love to hear from you.

### What You'll Do:

- Supervise pupils during lunch breaks across the dining hall, playground and school premises.
- Secure the safety, welfare, and good conduct of pupils during the midday break period in accordance with the practices and procedures of the Trust.
- Supervise the pupils in the dining hall, playground areas and school premises and may include ancillary associated duties (e.g., cleaning up spillages, ensuring tables are clean) and ensuring good behaviour in line with behaviour policies.
- Complete any necessary paperwork, using CPOMS and administering general basic first aid as required.

### What We're Looking For:

- A caring and respectful approach to working with both children and adults.
- Strong communication and teamwork skills.
- Discretion and professionalism – you'll handle sensitive matters with care.
- A sense of humour and the ability to be able to multi-task work with energy and enthusiasm.

This is a rewarding opportunity to make a real difference to our pupils' school day.

Please refer to the job description and person specification. In your application, please let us know how you meet the criteria and what unique qualities you'll bring to the role.

**We reserve the right to close this vacancy early should a suitable candidate be found; therefore, early application is encouraged**

## Applications

Please apply by visiting our school vacancies page at: [Lime Wood Primary Vacancies](#)

Or if you would prefer to complete a word application form, please contact recruitment via email at [lwpooffice@watschools.org.uk](mailto:lwpooffice@watschools.org.uk)

**Application Deadline:** 17<sup>th</sup> June 2026  
**Interviews:** 23/25/26 June or 1<sup>st</sup> July 2026

## Diversity & Inclusion

We strive to achieve a diverse workforce, fully representative of our diverse society and the ethnic make-up of the pupil population in the UK. People of colour are currently under-represented on our staff teams. We are keen to attract applications from a diverse pool of candidates and determined to be a fully inclusive employer, and a great workplace for people of ethnic minority heritage as well as white heritage.

## Our Offer

Woodland Academy Trust seek to appoint colleagues who share in our values and mission to *ignite the spark and reveal the champion*. We recognise that in order to offer the best outcomes for our children, our staff teams need the opportunity to be the very best they can be too. We do this by ensuring we have in place for all staff:

- Continuous professional learning focusing on core areas;
- Working collaboratively with agencies around us and offering formal training opportunities, bespoke and targeted professional development as well as in-house, bespoke training from our many experts and coaching and mentoring;
- Embedding initiatives to support with reducing teacher workload;
- A strong supportive ethos with dedicated line management structures and clear communication channels;
- Well-being assistance and support including a dedicated employee assistance helpline and occupational health;
- Opportunities to take part in exciting initiatives and projects that help shape the way our children will learn in the future;
- Wide range of family friendly policies in place for staff;

- Recognising national terms and conditions for staff;
- Teachers and Local Government pension schemes;
- Cycle to work schemes.

**For more information about Woodland Academy Trust please visit: [Woodland Academy Trust](#).**

## Safeguarding Children and Young People

Woodland Academy Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References

We are committed to ensuring a positive work environment and selecting candidates who align with our values and culture. As part of our thorough recruitment process, in accordance with the DfE Keeping Children Safe in Education, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

Any information we come across will be handled confidentially and considered in a professional manner. Our aim is to better understand your qualifications and suitability for the role. If you have any concerns or questions about this process, please contact us for more information.

## Our Commitment to Innovation in Recruitment

At Woodland Academy Trust, we are proud to be at the forefront of innovation in education- this includes how we recruit. We use AI-powered tools and digital platforms to support and streamline our recruitment processes. From anonymised shortlisting grids to data-informed candidate scoring, we ensure fairness, transparency, and efficiency at every stage.

As a Trust, we believe in human decision-making enhanced by smart technology. AI supports us in removing unconscious bias, improving turnaround times, and focusing more of our time on getting to know the people behind the applications. For further information, or to opt-out, please view the Privacy Statement on our website.



*Ignite the spark, reveal the champion*

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>JOB TITLE</b>	Midday Supervisor (MDS)
<b>RESPONSIBLE TO</b>	Headteacher/Assistant Headteacher
<b>GRADE</b>	SP03-SP04
<b>HOURS</b>	6.25 hours per week / 39 weeks per year
<b>ALL STAFF RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>To live our Trust values, demonstrating ambition, collaboration, compassion, excellence, and inclusivity in your everyday work life.</li> <li>To value professional development and welcome any training opportunities to develop personal skills and knowledge</li> <li>To agree to follow the school and Trust's policies and procedures.</li> </ul>
<b>MAIN PURPOSE OF THE ROLE</b>	<ul style="list-style-type: none"> <li>To be responsible for the safety and welfare of the children during the school lunchtime break.</li> </ul>

<b>Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>Reporting any serious incident occurring during the midday break.</li> <li>Securing the safety, welfare, and good conduct of pupils during the midday break period in accordance with the practices and procedures of the Trust.</li> <li>Supervising the pupils in the dining hall, playground areas and school premises and may include ancillary associated duties (e.g., cleaning up spillages, ensuring tables are clean) and ensuring good behaviour in line with behaviour policies.</li> <li>Completing any necessary paperwork.</li> <li>Administering general basic first aid as required.</li> </ul> <p><u>Activities</u></p> <ul style="list-style-type: none"> <li>Exercises judgement in reporting any serious concerns about behaviour or possible safety or security risks.</li> <li>Expected to be aware of, and comply with, relevant legislation and codes of practice, particularly the Health and Safety at Work Act.</li> <li>Working outside in playgrounds.</li> <li>Carrying out basic first aid duties.</li> <li>Attend relevant training organised by the Trust.</li> <li>Supervising activities in class during wet play, including the use of IT such as the Interactive Whiteboard.</li> <li>Creating, implementing, and supervising playground games; ensuring appropriate use of playground equipment.</li> <li>To set up and put away play equipment ensuring effective maintenance.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.</li> <li>• Contribute to the overall ethos/work/aims of the school.</li> </ul>
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Person Specification		
	Essential	Desirable
Education, Qualifications and Training	N/A	<ul style="list-style-type: none"> <li>• Appropriate First Aid Training.</li> <li>• Qualifications in Maths and English</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of working with children.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working as a midday supervisor within an educational environment.</li> </ul>
Knowledge and Skills	<ul style="list-style-type: none"> <li>• Good interpersonal skills.</li> <li>• Ability to teach good table manners.</li> <li>• Drive and commitment to fully participate in a range of playground games.</li> <li>• Excellent understanding of how to speak to children and to show them the respect they deserve.</li> <li>• Ability to maintain confidentiality at all times and to deal with issues of a very sensitive nature.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in using ICT equipment such as an Interactive Whiteboard.</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Ability to relate well to children and adults.</li> <li>• Ability to work constructively as part of a team.</li> <li>• A sense of humour and the ability to be able to multi-task work with energy and enthusiasm.</li> </ul>	
General Circumstances		<ul style="list-style-type: none"> <li>• Understanding of safeguarding and its importance within an educational setting.</li> <li>• Awareness and understanding of equality and diversity.</li> </ul>

