

# Briefing Pack for Applicants Midday Supervisor



The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

**The school will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.**

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**May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.**

## Section 1: Post Advertisement

**Post:** Midday Supervisor  
**Location:** Dunston Primary and Nursery Academy  
**Pay scale:** NJC Grade 1, point 3: £24,796 gross per annum  
**Actual Annual Salary:** £3,976.48  
**Contract:** 7.08 hours per week, Term time, 38 weeks, Permanent  
**Start date:** As soon as possible

Minerva Learning Trust is a growing multi-academy trust committed to providing an outstanding education for students from a wide variety of backgrounds across Sheffield and Derbyshire. Founded in 2014, Minerva Learning Trust has expanded to a thriving family of schools, including primary, secondary, sixth form, and a unique post-16 provision. We have a strong track record of school improvement, successfully transforming schools from Ofsted ratings of RI and Inadequate to GOOD.

The successful candidate will join a positive and forward-thinking team who are committed to delivering the very best outcomes for all. The role will have a specific focus on supporting our children during the lunchtime period.

Candidates are encouraged to visit the schools or have an informal discussion about the role with Louise Parker - Headteacher. Arrangements for this can be made by contacting Lucy Parkes – Business Support Assistant via e-mail – [info@dunston-mlt.co.uk](mailto:info@dunston-mlt.co.uk)

**The closing date is 4pm on Friday 15<sup>th</sup> May 2026 with interviews scheduled to take place w/c 18<sup>th</sup> May 2026.**

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment, further information can be found in our child protection and safeguarding policy on our statutory information page on our website [Statutory Information - Minerva Learning Trust](#). The successful candidate will be required to complete an Enhanced Disclosure and Barring Service (DBS) check. In line with KCSIE, the trust/school will be carrying out online searches on shortlisted candidates as part of their due diligence.

Further information is available by contacting the school office via e-mail: [info@dunston-mlt.co.uk](mailto:info@dunston-mlt.co.uk). The application form and information pack is available on Minerva Learning Trust website: [All Vacancies - Minerva Learning Trust](#)

**Please ensure that you do not fill in a local authority application form in respect of this vacancy, *ONLY MINERVA LEARNING TRUST APPLICATION FORMS WILL BE ACCEPTED.*** Please provide telephone numbers and email addresses for yourself and referees.

## **Section 2: Letter from the Chief Executive – Bev Matthews**

Dear Candidate,

Thank you for your interest in this role within Minerva Learning Trust. Minerva Learning Trust was established in October 2014 with the vision of providing outstanding education for pupils who are from a wide variety of backgrounds. As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Outstanding Together, Working Together and Learning Together is underpinned by our core values of Inclusion, Independence, Respect and Success.

Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do and we work hard to ensure that every child succeeds, no matter what their background or circumstance. We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each particular school.

We recognise that the commitment and care shown by all our staff is fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

The professional development of staff, including opportunities for research, is a key priority of Minerva Learning Trust. As such, we seek to enrich employee capability and maximise the strength and contribution of each individual who works with us. The Trust believes in investing in the learning and development of its employees through a range of opportunities which are aligned to the needs of the organisation and its young people.

This is an exciting opportunity and time to join our Trust. If you choose to apply you will be choosing to work alongside a team of dedicated professionals who passionately believe in the power of education to change the life chances of young people.

Bev Matthews  
**Chief Executive Officer**

## Section 3: Letter from the Headteacher

Dear Candidate,

Thank you for taking an interest in applying for the post at Dunston Primary & Nursery Academy and Whittington moor Infants. I am privileged to be the Headteacher at Dunston Primary & Nursery Academy and extremely honoured to have been entrusted with the job of leading such a great school since September 2023.

Over the last year I have worked hard to establish strong relationships with our staff, young people and their families, and understand what is needed to take the school forward.

Dunston Primary & Nursery Academy is an **inclusive school** that ensures all students are able to **Be the Best you can Be!**. We aim to foster enjoyment in learning, so that each individual has the opportunity to **make good progress and achieve excellence**. We ensure we develop **confident individuals** who are able to live safe, healthy and fulfilling lives, whilst also being a responsible and active citizen who will make a **positive contribution** to society.

Our strategic priority is for all individual students to achieve and exceed their expected outcomes. In order to support the strategic aims of the school, we ensure the following;

- High quality teaching and learning experiences both within and outside the classroom by employing an ambitious and forward-looking curriculum and assessment system across all key stages.
- A family support structure that ensures every student and their family has the guidance and support tailored to their individual needs.
- A focus on Inclusion, mental health and well-being for all.
- A pro-active Pupil Parliament and student leadership structure to inform the decisions made by the School Leadership Team to help students in achieving their potential.
- The opportunities to develop students' moral and social understanding.
- Strong and effective working relationships between staff and our students.
- A warm and welcoming environment.

We have high expectations of everyone, staff, and students alike, and work hard to develop positive relationships to create a firm sense of togetherness. In doing so we promote the following values which are at the **HEART** of all we do: **Hard working, Empathy, Aspirational, Resilience and Together**

Here at Dunston, we are ambitious for both the school and its community and are committed to continued improvement. Our staff are our most valuable asset and we are committed to attracting the best staff to the school and ensuring their personalised professional development, with our core purpose being the improved quality of teaching and learning for all.

Our students are approachable and friendly. Please come and see for yourself; we welcome visitors to the school.

If you believe you have the necessary skills and experience to join our organisation and help us achieve our mission then we look forward to receiving your application.

We look forward to receiving applications from candidates who would love to join us on our journey to excellence.

**Headteacher**  
**Dunston Primary and Nursery Academy**

# Section 4: About Dunston Primary and Nursery Academy



## OUR MISSION

Working together to provide every child with an inclusive, high quality, enjoyable learning experience where success is celebrated and everyone feels valued.

## OUR VISION

Our mission is underpinned by our vision which is based upon the principle of: Be the best you can be!

### Achieve Success

We recognise all our pupils are unique. We teach our pupils to continue to strive to achieve their goals, set new targets and never stop learning.

We recognise the development of the 'whole child' and celebrate successes achieved both inside and outside of school.

### Positive Relationships

We support pupils to develop relationships based on mutual respect, kindness, trust and honesty, which allow us to feel safe and supported in order to learn and grow.

### Motivated Learners

We recognise that pupils who are motivated take initiative, show resilience, harness their curiosity, and care for and respect their work. They are equipped to orchestrate their own learning journey.

## OUR VALUES

Our values are at the HEART of all of the work that we do and all of the decisions that we make.

### Hard Working

We show perseverance and determination and take responsibility for our own learning.

### Empathy

We are aware of people's feelings and we treat everyone with kindness, dignity and understanding.

### Aspirational

We are ambitious, determined and make the most of every opportunity. We aspire to be the best we can be!

### Resilience

We are willing to have a go, take a risk, try again and learn from our mistakes.

### Together

We are inclusive and support each other both inside/outside of school.

## OUR BELIEFS

- Committed to ensuring our children are happy, safe, confident and well rounded individuals .
  - We are aspirational and believe every child can succeed.
  - The needs of the child are foremost in any decision
  - We believe in building a culture of lifelong learning.
  - We believe in opening doors and widening horizons.
  - We support all our children to build emotional resilience

## Section 5: Job Description



# Minerva Learning Trust Job Description



Minerva Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<b>POST TITLE</b>	Midday Supervisor
<b>GRADE/SALARY</b>	NJC Grade 1, point 3
<b>HOURS/WEEKS</b>	7.08 hours per week x 38 weeks
<b>LOCATION</b>	Dunston Primary and Nursery Academy
<b>RESPONSIBLE TO</b>	Headteacher
<b>RESPONSIBLE FOR</b>	Not applicable
<b>PURPOSE OF THE JOB</b>	To supervise pupils during the school lunch break.
<b>RELEVANT QUALIFICATIONS</b>	Not applicable

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

The post-holder, must at all times, carry out his/her duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies.

### **MAIN DUTIES**

To work as part of a team supervising pupils during the school lunch break, which includes attending to their welfare and domestic needs.

Specific responsibilities will include:

- Supervision of pupils immediately before, during and after the midday meal. This includes provision for children who bring sandwiches.
- Supervision of the pupil's entry into the dining area, including supervision of pupils during any journey or walk to the dining room.
- Supervision of pupils in the playground.
- Guidance on table manners.
- Assistance with clearing tables.
- Assistance with washing down tables and resetting where required and when school meals staff are not available.
- Setting up and removal of furniture when caretaker not available.
- Taking such steps as necessary when children are sick. Assisting to their needs when in distress and reporting the situation to the First Aider on duty.
- To arrange for emergency treatment when required, e.g. calling for support with First Aid if there has been an accident.
- Vigilant in the playground in recognising potential dangers and approaching unauthorised personnel who enter the school.
- To undertake any agreed programme of training.

Any other duties and responsibilities appropriate to the grade and role.

## **SAFEGUARDING**

- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

## **OTHER SPECIFIC DUTIES**

- To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example.
- To actively promote the school and Trust's policies.
- To be courteous and provide a welcoming environment.

## **GENERAL**

1. To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and Local Governing Body.
3. This job description will be kept under review and may be amended via consultation with the individual, Headteacher and Local Governing Body as required. Trade Union representatives will be welcome in any such discussions.

## Section 6: Person Specification



# Minerva Learning Trust Person Specification



**Post title: Midday Supervisor**

Minimum Essential Requirements	Method of Assessment
<b>SKILLS</b>	
Ability to work alone/unsupervised or as part of a team	AF/I
Excellent Communication Skills	AF/I
<b>PROFESSIONAL DEVELOPMENT</b>	
Willingness to actively participate in professional development and training	AF/I
<b>QUALITIES AND ATTRIBUTE</b>	
High expectations of self and others	AF/I
<b>EQUAL OPPORTUNITIES AND SAFEGUARDING</b>	
An understanding of safeguarding issues and promoting the welfare of children and young people.	AF/I
A commitment to safeguarding students.	AF/I
Suitability to work with children.	AF/I
A commitment to equal opportunities.	AF/I
Ability to recognise discrimination and willingness to put Equality Policies into practice.	AF/I

**Key:** AA = Assessed activity  
 AF = Application form  
 I = Interview  
 R = Reference

## Section 7: The Appointment Process

These notes are intended to guide you when making an application.

1. The Application Form  
Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand, please make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.
2. Education and Training  
State your qualifications and any training you have undertaken relevant to the post.
3. Present Appointment  
Make it clear what your present post is, which establishment you work in and who your employer is.
4. Previous Appointment  
When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.
5. Referees  
If you are currently working, or have worked before, your first reference must be your present or most recent employer.
  - Your second reference should, where possible, be from your second most recent employer or, if that employment was not working with children but you have worked with children in the past, your most recent child-centred employment.
  - Employment references must be from a senior person who knew you in a management capacity. If your reference is from an education establishment, the referee must be the Headteacher or equivalent.
  - If you are an ECT, your first reference should be the Headteacher of the school in which you completed your main placement; the second should be your ITT provider.
  - If you have not previously been employed, then Headteachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.
  - Wherever possible, the email addresses given for your referees should be their work email (or equivalent), not their personal email address.

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.
6. The Supporting Statement/Letter of Application  
The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. **Please limit your supporting statement to two sides of A4 in size 11 font.**
7. Arrangements for Interview  
Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview.
8. The Interview  
The interview will take place at Dunston Primary, unless confirmed otherwise.
9. Feedback  
Feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.

10. Selection for Appointment  
Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.
  
11. Arrangements for Applications  
When you have completed your application, the completed form and covering letter should be e-mailed for the attention of the Headteacher to [lparker@dunston-mlt.co.uk](mailto:lparker@dunston-mlt.co.uk)