



**Brighter Futures Learning  
Partnership Trust**  
**APPLICATION INFORMATION**

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## Job Description

**JOB TITLE: Midday Supervisor for the Brighter Futures Learning Partnership Trust**

**BAND: Grade 3**

**RESPONSIBLE TO: Headteacher**

### **Main Duties:**

- To supervise pupils, who remain on the school premises during midday break, ensuring their safety, welfare and general well-being.
- Ensure that the pupils wash their hands before eating;
- Escort pupils to and from the dining area, as necessary;
- Ensure that if pupils have school lunch they are in the dining hall at the correct time;
- Support pupils at the servery counter when choosing food, support with the proper use of cutlery and help them cut up their food when necessary;
- Assist pupils with the return of used plates, trays, cutlery and beakers when lunch is finished;
- Report to the Senior Midday Supervisor/Inclusion leader any cause for concern;
- Attend to any pupils should they become ill during the midday break, and again seek appropriate assistance;
- Liaise effectively and professionally with staff, teachers, learning support assistants and parents, as required
- Attend training to support the role, as required.
- Supervise the pupils during lunchtime playtime.
- Report to the Senior Midday Supervisor/Inclusion Leader any cause for concern;
- Support constructive play opportunities for pupils when required;
- Ensure that children remain within a safe environment, and that they play safely;
- Set suitable behaviour standards in line with school policy;
- Effectively manage behaviour in line with the school policy
- Help children acquire social skills;
- Attend to minor accidents sustained during the midday break, and seek appropriate assistance if necessary;
- Assist the pupils with toileting needs/changing in line with any personal care plan.
- Report to the Senior Midday Supervisor any acts that constitute serious infringements of school rules;
- Liaise effectively and professionally with staff, teachers, learning support assistants and parents, as required
- Set an exemplary example to children at all times
- To promote a culture of vigilance around safeguarding at all times
- To report any safeguarding issues to the DSL immediately

**These duties and responsibilities should be regarded as neither exhaustive nor exclusive, as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post, without changing the general character of the post. Dependant on need, you may be deployed across the Trust**



## Person Specification

**JOB TITLE:** Midday Supervisor for the Brighter Futures Learning Partnership Trust (Based at Dunsville Primary School)

**BAND:** Grade 3

**RESPONSIBLE TO:** Headteacher

Knowledge & Experience	Essential	Desirable
<ul style="list-style-type: none"> <li>• Previous experience of working with children.</li> <li>• Experience of primary aged children</li> <li>• Good understanding of school policies and procedures</li> <li>• Child Protection procedures</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>
<b>Qualifications</b>		
<ul style="list-style-type: none"> <li>• Competent literacy/numeracy/oral skills</li> <li>• Willingness and ability to obtain and/or enhance qualifications and training for development in the position.</li> <li>• First Aid Certificate</li> <li>• Other specific courses and qualifications relevant to position</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>
<b>Personal qualities</b>		
<ul style="list-style-type: none"> <li>• Ability to relate well to children and adults and work as part of a team.</li> <li>• A calm, flexible, pleasant and sympathetic manner.</li> <li>• Be responsible.</li> <li>• Respond calmly and quickly to developing situations.</li> <li>• Be organised and able to keep simple records.</li> <li>• Work well in a team setting.</li> <li>• Be flexible and use own initiative.</li> <li>• Have a good sense of humour.</li> <li>• Personal interests and skills which can be used to enhance a specific delivery of an activity.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>
<b>Safeguarding</b>		
<ul style="list-style-type: none"> <li>• Has a good understanding of safeguarding</li> <li>• Is proactive in promoting a safeguarding culture</li> <li>• Previous experience of dealing appropriately with safeguarding issues</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	

<ul style="list-style-type: none"> <li>• Demonstrates a commitment to Fundamental British Values</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Personally committed towards making improvements for children</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Has previous experience of working in a school environment</li> </ul>		✓

**The school is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.**

## How to Apply

Thank you for considering joining our trust. Further details and application forms are available by visiting our website at [brighterfutureslpt.com](http://brighterfutureslpt.com). If you feel you are the person we are looking for, please complete a Brighter Futures Learning Partnership Trust application form (**CV's will not be accepted for this post**) and add a concise letter of no more than two sides of A4 addressing the following:

- Why you are applying for this position.
- How your experience to date will enable you to successfully take on the role.
- What you see as the barriers to success and how you will overcome these.

Applications should be received by 9am on Monday 6th January 2025. Please send completed applications and cover letters should sent to [admin@westrd.doncaster.sch.uk](mailto:admin@westrd.doncaster.sch.uk)

Interview date is to be confirmed.

\*Please note that if you have not been contacted by Tuesday 7th January 2025, you have not been shortlisted for interview.

## Good luck with your application.