



**Woodland
Academy Trust**

Ignite the spark, reveal the champion

Midday Supervisor Applicant Information Pack



**Knockhall
Primary School**

Welcome from the CEO

Dear Applicant,

Thank you for expressing an interest in this role at 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)



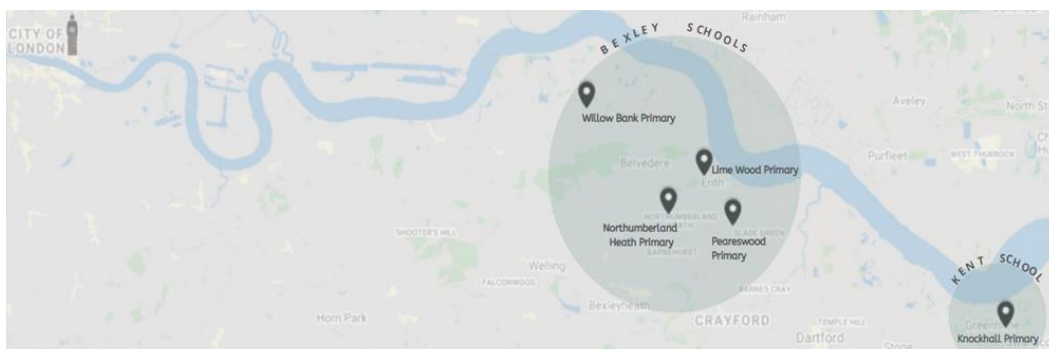
About our Trust

The 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.



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



Welcome from the Headteacher

At Knockhall Primary School, we believe in fostering a community where kindness is at the core of everything we do. Our school is not just a place for academic growth; it is a place where we nurture compassion, empathy, and understanding. We are committed to creating an environment where every individual feels valued and respected.

Inclusion is a cornerstone of our educational philosophy. We celebrate the uniqueness of each student, recognising that our differences make us stronger as a community. Here, diversity is not just accepted; it is embraced. We strive to create a learning space where everyone feels seen, heard, and appreciated.

Our school is more than just a building; it is a community of learners, educators, and families working together towards a common goal – the success and well-being of our students. As we embark on this academic journey together, let us build bonds that go beyond the classroom. Let us create a sense of belonging that extends to every corner of our school.

I invite you to join us in cultivating a culture of kindness, promoting inclusion, and building a strong sense of community. Together, we can make Knockhall Primary School a place where everyone feels welcome, supported, and inspired to reach their full potential.



Miss Yiannadji, Headteacher

About Our School

Knockhall Primary School is a growing school situated at the heart of the community in Greenhithe, Kent. While traditionally a two-form entry school, some of our year groups have now expanded to three-form entry to accommodate our increasing number of pupils.

It has recently had a brand-new build for the Early Years and Foundation stage children in addition to a recent extension for key stage 2.

We want to capture the minds of our learners by creating an inspirational curriculum that adults enjoy delivering. We always strive to improve on our outcomes to ensure our children get the very best from their time with us. More than anything however, we do this as peers, supporting each other along the way with a focus on our core purpose.

We are committed to our school values which are:

Teamwork-We work together as a team to help each other to achieve our goals by sharing ideas and helping one another.

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Respect- We are kind and polite to everyone, listening to others, and treating each other the way we want to be treated.

Honesty- We always tell the truth and are truthful in what we say and do.

Pride- We accomplish great things and the efforts we make in school help us to feel happy.

Embedding these values into everything we do enables our pupils to go on and have successful life experiences.

Discover more about us by watching our video! [Click here- Welcome to Knockhall Primary.](#)

Knockhall Primary School



www.knockhallprimaryschool.co.uk

Knockhall Primary School,
Eynsford Road,
Greenhithe,
DA9 9RF

 01322 382053

The Vacancy

Job title:	Midday Supervisor
Status:	Fixed Term
Hours:	7.5 hours per week
Working weeks per year:	38 weeks per year
Grade:	KR3 - £23,337 (£3,982 pro-rata)
Post Start Date:	ASAP
Post End Date:	22 nd July 2025
Closing Date for Applications:	24 th November 2024

Are you passionate about creating a safe and positive environment for children to thrive? Do you have a knack for fostering a sense of community and well-being? If so, we have the perfect opportunity for you!

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As a Midday Supervisor, you'll play a crucial role in ensuring the well-being and safety of our pupils during lunchtime. This is a fantastic opportunity to become an integral part of our friendly and supportive school community.

Key Responsibilities:

- Supervise children during lunch breaks, both indoors and outdoors.
- Promote positive behaviour and reinforce school policies.
- Foster a safe and inclusive environment for all students.
- Collaborate with school staff to address any concerns or issues promptly.
- Provide support to students as needed, promoting a positive and nurturing atmosphere.

Qualifications:

- Previous experience working with children preferred.
- Strong communication and interpersonal skills.
- Ability to manage and diffuse challenging situations calmly.
- Genuine passion for contributing to the well-being of children.
- Commitment to upholding school policies and values.

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 website vacancies page at: [Knockhall Primary School Vacancies](#)

Or if you would prefer to complete a word application form, please contact the school via email at: recruitment@watschools.org.uk

Application Deadline: Sunday 24th November 2024

Interviews: To be arranged

Visits to the school are welcomed and can be organised by contacting the school at KHPOffice@watschools.org.uk

For more information about our school please visit: [Knockhall Primary School website](#)

Diversity & Inclusion

Woodland Academy Trust values and cares about the lived experience and backgrounds our colleagues can bring to their roles. We believe a diverse team strengthens our organisation and encourages innovation.

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We welcome applications from all backgrounds and ensure our colleagues feel respected and valued for being themselves.

We are committed to ensuring that employees who have a disability are given every possible assistance in the workplace. All disabled applicants that meet the minimum criteria for the job will be given the opportunity to be interviewed. We have a commitment to make reasonable adjustments to our recruitment and selection processes, where appropriate, this is to ensure that no candidate, whether or not that have a disability, is unfairly prevented from demonstrating their true abilities.

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.

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

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- 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 DfE Keeping Children Safe in Education 2023, 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.



JOB DESCRIPTION AND PERSON SPECIFICATION

Teamwork Respect Honesty Pride

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE	Midday Supervisor (MDS)
RESPONSIBLE TO	Phase Leader
GRADE	KR3
HOURS	7.50 hours per week / 38 weeks per year
ALL STAFF RESPONSIBILITIES	<ul style="list-style-type: none"> To live our Trust values, demonstrating ambition, collaboration, compassion, excellence, and inclusivity in your everyday work life. To value professional development and welcome any training opportunities to develop personal skills and knowledge To agree to follow the school and Trust's policies and procedures.
MAIN PURPOSE OF THE ROLE	<ul style="list-style-type: none"> To be responsible for the safety and welfare of the children during the school lunchtime break.

Duties & Responsibilities	<ul style="list-style-type: none"> Reporting any serious incident occurring during the midday break. Securing the safety, welfare, and good conduct of pupils during the midday break period in accordance with the practices and procedures of the Trust. 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. Completing any necessary paperwork. Administering general basic first aid as required. <p><u>Activities</u></p> <ul style="list-style-type: none"> Exercises judgement in reporting any serious concerns about behaviour or possible safety or security risks. Expected to be aware of, and comply with, relevant legislation and codes of practice, particularly the Health and Safety at Work Act. Working outside in playgrounds. Carrying out basic first aid duties. Attend relevant training organised by the Trust. Supervising activities in class during wet play, including the use of IT such as the Interactive Whiteboard. Creating, implementing, and supervising playground games; ensuring appropriate use of playground equipment. To set up and put away play equipment ensuring effective maintenance.
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	<ul style="list-style-type: none"> • 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. • Contribute to the overall ethos/work/aims of the school.
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- This job description sets out the duties of the post at the time it was published.
- The hours and the job description may be modified depending on the needs of the school.
- The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.
- The priorities for each year will be reviewed against this job description annually through performance management meetings.

Person Specification		
	Essential	Desirable
Education, Qualifications and Training	<ul style="list-style-type: none"> • Good understanding of English and Maths 	<ul style="list-style-type: none"> • Appropriate First Aid Training. • Qualifications in Maths and English
Experience	<ul style="list-style-type: none"> • Experience of working with children. 	<ul style="list-style-type: none"> • Experience of working as a midday supervisor within an educational environment.
Knowledge and Skills	<ul style="list-style-type: none"> • Good interpersonal skills. • Ability to teach good table manners. • Drive and commitment to fully participate in a range of playground games. • Excellent understanding of how to speak to children and to show them the respect they deserve. • Ability to maintain confidentiality at all times and to deal with issues of a very sensitive nature. 	<ul style="list-style-type: none"> • Experience in using ICT equipment such as an Interactive Whiteboard.
Personal Qualities	<ul style="list-style-type: none"> • Ability to relate well to children and adults. • Ability to work constructively as part of a team. • A sense of humour and the ability to be able to multi-task work with energy and enthusiasm. 	
General Circumstances		<ul style="list-style-type: none"> • Understanding of safeguarding and its importance within an educational setting. • Awareness and understanding of equality and diversity.

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recruitment@watschools.org.uk



www.knockhallprimaryschool.co.uk



@KnockhallSch



knockhall_primary



Knockhall Primary School



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