



# **Midday Supervisor** **Secondary Provision** **Recruitment Pack**





***“Together we engage, thrive and achieve”***

**Executive Head Teacher: Lori Ann Mackey MA (Ed)**

**Head of School: Heather Jolly BA (Ed) Hons**

**Primary: Sidcup and Crayford / Secondary: Belvedere**

**<https://www.shenstone-tkat.org/>**



Dear Applicant

Thank you for showing an interest in the role of Midday Supervisor at Shenstone School.

We have devised this applicant pack in order to provide you with a glimpse of what makes us proud to be part of Shenstone School. Please take time to read through the literature provided and in addition we encourage you to explore the school's website and also pop along for the tour as detailed on the job advert page.

Our website can be found at [www.shenstone-tkat.org](http://www.shenstone-tkat.org) and contains further information such as: Our Vision and Values, Policies and Procedures, Health and Wellbeing, Curriculum Offer, School Development Plan, Ofsted report and results and virtual tours of the school.

The school has an ethos of ***“Together we engage, thrive and achieve”***. This is integrated into, and evident in, all we do at Shenstone and starts with the staff. Without the amazing and committed staff that we have, we would be unable to provide such a wonderful experience to our fantastic children.

If after reading through the applicant pack, you still feel as though Shenstone is the place for you, we welcome you to apply. To do so, please use your application to showcase your experience and how it reflects both the job description and person specification for the role. We also like to hear why you have chosen Shenstone School and what you can bring to this exciting role.

We hope that we have inspired you to apply to join the staff at Shenstone School, just as much our pupils inspire us with their individual achievements everyday.

If you require any help/support or have any questions, please do not hesitate to contact the school office on 01322 524145 or via e-mail [hr@shenstone-tkat.org](mailto:hr@shenstone-tkat.org).

Yours faithfully

**Lori Mackey**  
**Executive Head Teacher**



2022-2025





## About Shenstone School

### Welcome to Shenstone from Lori Mackey - Executive Head Teacher

Shenstone School is an all-through school for children with severe or complex learning difficulties within the London Borough of Bexley. All pupils who attend Shenstone School have Education and Health Care Plans. We are one of two special schools within The Kemnal Academies Trust (TKAT).

Shenstone School is based across three sites: Sidcup, Crayford, and Belvedere. We will introduce a new secondary year group every year. By 2029-2030, Shenstone will accommodate children aged 3 -19 across our three school sites.

Every child is an individual, and as such, we diligently work as a school team and with wider multi-agency support teams to ensure that our curriculum delivery recognises this individual support, supporting each child with their life-long learning journey.

Paramount to our ethos is the belief in "support for all", which ensures that engagement with the pupils, their families, and our staff team is at the heart of all we strive to achieve. We work hard to ensure that Shenstone is a safe, happy, welcoming, and truly outstanding place where our pupils will thrive. Our school benefits from impressive facilities across all school sites, enabling us to offer a wide range of opportunities and activities to enhance learning both inside and outside the classroom.

Our pupils are amazing, and their progress is inspiring. Regardless of how big or small their successes are, we are very proud of the children and pleased to contribute to and support their achievements. The values and ethos of "together we engage, thrive, and achieve" are entwined through all that we do at Shenstone School.

"Trees grow and so do we"

..when asked about why the Shenstone Logo has a tree...  
Bryce, Year 7



Please visit our website (Welcome Page) or click the link below to view a video which showcases our amazing school: [Shenstone Showcase Video](#)

Staff at Shenstone School can access the following benefits: excellent induction and probation processes, comprehensive in-house training, competitive pension scheme, employee counselling services, vaccination programmes, on-site mental health first aid team and various other well-being and social activities.

We are very proud of Shenstone School and our achievements, which include autism accreditation through the National Autistic Society, The Wellbeing Award for Schools, Outstandingly Happy School status, Move Centre of Excellence Award, National Online Safety Certified School status, and we are also an accredited Arts Award Centre. We continue to expand with new ideas and initiatives to maintain and improve services for students and staff.



## Meet some of our Pupils and Staff





## About TKAT

Shenstone School is part of the TKAT academy (The Kemnal Academies Trust). TKAT is one of the largest Multi-Academy Trusts in the South and East of England, with 45 Primary and Secondary Academies in the TKAT Family. Our ultimate aim is to ensure we drive educational standards through the provision of outstanding teaching, leadership and learning for all. Our leaders focus on student progress and attainment and regularly share knowledge, insight and experience. We believe passionately in the power of collaborative working and actively promote school-to-school support.

Our students are at the heart of everything we do, and we strive to inspire learners and change lives as a result of our exceptional educational provision.

Via our website [www.tkat.org](http://www.tkat.org), you can read our Welcome Brochure, which gives lots of information about:

- Our journey so far
- Our vision and values
- Our governance
- Our Executive Team
- Our primary strategy
- Our secondary strategy
- How we support our Academies

### **Working for TKAT:**

In return for working for TKAT, as an employee, you will benefit from

- A wide variety of opportunities for professional development, including the potential to develop your career at more than one TKAT academy,
- Opportunities to work flexibly, where possible.
- Our support for your well-being at work, and
- The rewards of working to improve the life chances of our students.

## What we do well

The following statements have been obtained from staff via questionnaires or feedback requests.

Shenstone has provided me with so many opportunities for progression.

I have settled in well and look forward to coming in every day to work with the amazing team and children at Shenstone.

The induction I received was thorough and the staff on site have all supported me with my ongoing learning within the job.

**Shenstone is one big team**

I felt like I achieved so much.

It is a rewarding job with beautiful friendly staff and children.

I most enjoy working alongside amazing children and being part of a team.

**I LOVED WORKING AT SHENSTONE, THE STAFF WERE FRIENDLY AND THE CHILDREN WERE LOVELY.**

I like working at Shenstone, the SLT and all the staff are lovely.



## Job Advert

**Post Title:** Midday Supervisors – Secondary Provision

**Post Location:** Secondary School

Primary Sites: 94 Old Road, Crayford, DA1 4DZ  
St Andrews Road, Sidcup, DA14 4RX

Secondary: Halt Robin Road, Belvedere, DA17 6DW

*Please be aware that although you are normally assigned to one site, you may be asked to work at any of our sites. This ultimately depends on where vacancies occur and operational feasibility.*

**Contract Type:** Permanent

**Hours/Weeks:** 5 days per week (10 hours) (11:40 a.m. – 1:40 p.m.)  
38 weeks per year (term time + training days)  
*Please be advised that successful candidates may be required to undertake 3 days staff training (potentially requiring additional hours) within their first 6 weeks of employment. 1 day will be for induction and 2 consecutive days will be for PRICE Training. We also advise that on staff training/inset days (school calendar accessible via the school website) additional hours could also be required so that relevant training is achieved. If relevant, this will be discussed further at interview.*

**Grade:** Bexley 04 (£15.25 per hour)

**Salary:** **£6,633 (Actual)** £28,617 (full-time equivalent)

**Post Start Date:** ASAP

**Tour** If you are interested in applying, we strongly encourage you to arrange a tour of our amazing school. To arrange this please e-mail [hr@shenstone-tkat.org](mailto:hr@shenstone-tkat.org)

**Closing Date:** Open until filled  
We will be accepting applications until our positions are filled. If we fill all of our vacancies, we will close this advert prior to the latest date specified above and without further notice. If you are interested in this position, it is highly recommended that you apply as soon as possible upon seeing the advert.

**Interview Date :** TBA

## About the Role

We are looking for enthusiastic, caring, engaging and reliable candidates to join our fantastic and dedicated midday team at Shenstone School. You will be required to supervise pupils during the lunchtime period with such things as: collecting/helping pupils choose their lunch, helping with cutting up/feeding where necessary, initiating and participating in games/activities, toileting/changing and being aware/protecting their safety and wellbeing.

If you are looking for a challenge and are able to support and encourage our amazing pupils with SEND to achieve their full potential in our specialist school setting, then we would welcome your application. The achievements of our pupils are extraordinary and will give you a sense of achievement when they make progress, however small.

It is paramount that you feel confident and resilient in working with pupils with challenging behaviour. As individuals, each pupil presents with different abilities and behavioural needs which vary from child to child.



## JOB DESCRIPTION

### Midday Supervisor

<b>Name</b>	
<b>Accountable to</b>	The Class Teacher and ultimately the Executive Head Teacher
<b>Grade</b>	Bexley 04
<b>Job Purpose</b>	Work as part of a team responsible for the safety and welfare of children during their lunch break.
<b>Key Area</b>	Carry out all duties and responsibilities in accordance with school policies and procedures and statutory requirements.
<b>Major Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Supervising and feeding of children, following feeding programmes where necessary.</li> <li>• Supervising and engaging pupils in purposeful lunchtime activities.</li> <li>• To be aware of any health &amp; safety and child protection concerns and if any incidents occur, reporting them immediately to the SLT.</li> <li>• To undertake personal care and toileting programmes as necessary.</li> </ul>
<b>General Responsibilities</b>	<p><b>Supervision of pupils in regards to feeding/eating, including:</b></p> <ul style="list-style-type: none"> <li>• Where appropriate, supervise pupils with general hygiene requirements (washing, toileting, changing clothing etc. in accordance with school policy) prior to them eating.</li> <li>• Encouraging pupils to eat (including those with packed lunches).</li> <li>• Being aware of pupils on special or restricted diets for medical reasons.</li> <li>• Assisting pupils with cutting up food, pouring liquids and using cutlery and crockery appropriate for their needs.</li> <li>• Encouraging social skills and good table manners, ensuring safety with knives and forks.</li> <li>• Assisting and involving pupils in the tidying/clearing up after eating.</li> <li>• Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff.</li> <li>• Dealing with any bodily spillages in accordance with infection control procedures, ensure pupil goes to the medical room if appropriate.</li> <li>• Follow individual pupil programmes and allow them to make choices.</li> </ul> <p><b>Supervision of pupils in the playground and around the premises:</b></p> <ul style="list-style-type: none"> <li>• Preventing bullying, being aware of changes in and encouraging friendships, encouraging socialising, play skills, participation in games etc.</li> <li>• Discouraging any dangerous activities. Dealing with unacceptable or challenging behaviour under the guidelines in the school. Be aware of the pupils who have individual behaviour plans, and follow them.</li> <li>• Follow the school/class/individual reward systems.</li> <li>• Inside the school premises in inclement weather, occupy pupils in a variety of games and activities.</li> <li>• Follow the Guidance in the school Health and Safety Policy.</li> </ul>



	<b>Associated Duties:</b> <ul style="list-style-type: none"> <li>• Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the School's agreed procedures.</li> <li>• Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures.</li> <li>• To be aware of and follow the schools first aid procedures.</li> <li>• To be aware of all pupils' medical needs and the procedures laid down in the care plans.</li> <li>• To attend regular INSET training sessions as required.</li> <li>• To be responsible for your own positive mental health and to support pupils and staff to be mentally healthy and aware.</li> <li>• To maintain vigilance at all times with regard to all aspects of safeguarding. To follow reporting produces in line with school policy.</li> </ul>		
<b>Conditions of service:</b>	Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as appropriate.		
Signed member of staff		Date	
Signed appraiser		Date	
Approved Executive Head Teacher		Date	

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post and the post holder may be required to undertake additional duties by the Head Teacher. It may be subject to modification and amendment at any time after consultation with the post holder.



## PERSON SPECIFICATION

### Midday Supervisor

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Ability to speak clearly, with confidence and using accurate sentence structures and vocabulary.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to respond appropriately to children taking their needs into account.</li> <li>Has completed training relevant to post e.g. SEN/health &amp; safety courses/First Aid.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working with children (e.g. feeding, toileting, engaging in activities) either paid or unpaid)</li> </ul>	<ul style="list-style-type: none"> <li>Experience of supervising pupils in a SEN school/similar role.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Basic knowledge of Health/Safety and Safeguarding.</li> </ul>	<ul style="list-style-type: none"> <li>A knowledge and understanding of pupils with special needs (particularly in relation to lunchtime activities).</li> </ul>
<b>Skills and Ability</b>	<p>To have the ability to support pupils in the following areas:</p> <ul style="list-style-type: none"> <li>Independence skills</li> <li>Social skills</li> <li>Communication skills</li> <li>Behaviour management</li> <li>Assist with and/or encourage independent feeding and toileting, depending on pupils individual needs.</li> <li>Effective communication skills.</li> <li>Ability to work constructively as part of a team.</li> <li>Ability to react calmly and quickly in an emergency.</li> </ul>	



## **Offers of Employment**

The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including:

- an enhanced DBS check and barring service check,
- verification of your entitlement to work in the UK,
- verification of relevant qualifications,
- receipt of 2 satisfactory references
- satisfactory pre-employment health clearance.
- We will also undertake an online search as part of our diligence.

## **Safeguarding**

TKAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full safer recruitment process, including an enhanced disclosure and barring service check.

## **Flexible Working**

TKAT recognises the value of enabling our employees to develop their career and balance this with their commitments and interests outside of work. In TKAT we promote flexible working practices and opportunities to promote a positive work life balance.

## **Our Commitment – Equity, Inclusion, Diversity and Belonging**

At TKAT, we are committed to Equity, Inclusion, Diversity, and Belonging. We embrace and celebrate differences, value individual experiences, aspirations, and achievements, and continuously learn how to grow better together. We actively encourage applications from candidates of all backgrounds, as we believe diversity strengthens our community and drives us forward.

## **Access to Interview**

Be Who You Are at TKAT - should you be selected and invited to interview please let us know if you require us to adapt the recruitment process to enable you to participate as your authentic self. We want applicants to be able to engage with us in ways that support who they are and we are committed to making adjustments within the recruitment process and within the workplace.



To apply for this vacancy, please download and fully complete the TKAT application form.  
Once completed please return to [hr@shenstone-tkat.org](mailto:hr@shenstone-tkat.org)

Please be advised that references will be taken for all shortlisted candidates prior to interview and in accordance with the terms stated on the application form.

Only those shortlisted for interview will be contacted.