



LEIGH
Academies Trust

Job Pack

Breakfast Club Supervisor
Leigh Academy Bearsted

Introduction

Thank you for your interest in joining Leigh Academies Trust. This job pack is designed to give you a deeper understanding of who we are, what we stand for, and what you can expect as a valued member of our team.

Inside, you'll find key details about our Trust, the academy where the role is based, and the position itself. We've also included insights into our culture, values, and the many benefits of working with us. Whether you're an experienced educator or just beginning your journey in education, we hope this pack helps you see how your goals align with ours.

We're excited to learn more about you and we hope this pack helps you decide if this is the right opportunity for your next career step.

For further information and support on our hiring processes, please view our [Careers Page](#).

For any questions? Contact us on:
joinus@latrust.org.uk | 01634 412 263



Welcome from our CEO



Leigh Academies Trust (LAT) is one of the largest and most successful school groups in England. Starting in 2008 in Dartford, the Trust is now responsible for 33 academies of all types, educating over 24,000 pupils, employing almost 4,000 talented staff and with access to an annual income of over £250m. Our Ofsted track record is impressive. Currently, 56% of our academies are considered to be “Outstanding” whilst inspected as part of the Trust.

LAT has remained local with all of its academies located in the South East (Kent, Medway, Bexley and Greenwich), within a one hour drive across the South Thames Corridor. This helps us to share resources and expertise much more easily and offer abundant training and progression opportunities to staff. We invest heavily in our workforce and enjoy strong retention across all job roles. The Trust has embedded various advantages which mean that LAT is an excellent place to develop a career in education. This includes being a highly inclusive employer which celebrates the diversity of its workforce.

Our scale and experience means we have been able to develop several well-chosen approaches to running schools which we know work well. These include:

- A small school approach to education where larger academies are organised into colleges. This ensures high quality pastoral care for pupils.
- A world class digital strategy where all staff and pupils have their own device making teaching, learning and operations efficient and highly impactful.
- Disruption free learning and a “warm strict” approach to behaviour management so that teachers can teach and pupils can learn.
- An all-through International Baccalaureate curriculum equivalent in quality to some of the best fee-paying schools and grammar schools in the UK and further afield.

In addition, The Leigh Institute - which is part of LAT - is responsible for Kent and Medway Training, one of the region’s biggest initial teacher training organisations, a large teaching school hub called Thames Gateway and an accredited apprenticeship provider. This powerful organisation trains, develops and supports 1,000s of teachers, support staff and leadership teams across the region each year. Our future plans are found in our [Vision 2030](#), available on our website.

Simon Beamish, BA (Hons) MSc PGCE NPQH NLE
CHIEF EXECUTIVE



Our Benefits

At Leigh Academies Trust, we believe that our people are our greatest asset. That's why we offer a comprehensive and competitive benefits package designed to support your wellbeing, reward your contribution, and help you thrive both professionally and personally.

From continuous professional development and career progression opportunities to flexible working arrangements, health and wellbeing support, and exclusive staff discounts - you'll find that working with us is about more than just a job.

Explore our full range of benefits here: latcareers.org.uk/benefits

Our Mission: *Education for a better world*

At Leigh Academies Trust, our vision is to transform lives through education. We strive to ensure that every young person - regardless of background - has access to an outstanding education and the opportunity to thrive in an ever-changing world.

We are guided by four core values that shape everything we do:

- **We care** – about our pupils and their families through our human scale approach to education, our staff and their well-being and the world around us, driven by our high ideals and strong moral values.
- **We have boundless ambition** – to achieve excellence for all and create confident young adults with high levels of resilience and integrity.
- **We work together** – as one team because we are greater than the sum of our parts. We foster an enterprising culture through global collaboration with partners in business and education.
- **We keep getting better** – using our 'can-do' attitude and research informed approach to continuous improvement and innovation.

This shared vision unites our academies and teams, creating a strong, collaborative environment where staff and students can flourish.



Job Description

Job Title: Breakfast Club Supervisor

Reports to: Wrap Around Care Lead

Location: Leigh Academy Bearsted

Leigh Academies Trust is a highly successful multi-academy trust. Our model of education enables students to reach their full potential, transforming their lives and ultimately the communities in which they live.

Main purpose of role:

The role of a Breakfast Club Supervisor is to create a safe and positive start to the day for all students. You will be responsible for supervising students and managing a designated area of the school before the start of the academic day. This includes ensuring students arrive in a calm and orderly manner and assisting with the serving and clean up of breakfast. Your main goal is to maintain the safety and wellbeing of all students while helping them prepare for their school day.

Key Responsibilities;

- Work with Wrap Around Care Lead and other team members in the planning of the daily activities to ensure children's needs are met and when required, supervise the safe escorting of children to ensure their wellbeing at all times;
- Work with other staff to provide healthy meals/snacks in order to promote healthy eating and maintain the standard of cleanliness and hygiene, before, during and at the end of each session, to ensure the well-being of the children and staff;
- Advise the Lead Supervisor of any concerns e.g. regarding children, parents or the safety of equipment, preserving confidentiality as necessary, to ensure the wellbeing of the children and work within KCC Guidelines for Child Protection and the academy safeguarding policy to ensure the wellbeing of the children;
- Work with staff to ensure that high standards are maintained in the running of the club, including how the resources (staff, premises and equipment) are used to ensure the needs of the children are met and support the supervisor in ensuring that all records are maintained ensuring confidentiality of information;
- Work with the other staff to ensure that children, whilst in the Wrap Around Club, have access to appropriate activities to support their physical, emotional, social and intellectual development giving consideration to families' ethnic, cultural and linguistic backgrounds to ensure that the school's Equal Opportunities policy is adhered to;
- Maintain confidentiality at all times;
- Support with ordering all grocery items for the Wrap Around Club each week;
- Ensure the supervision of pupils at the Wrap Around Club and safe transfer to parents at the end of each session.

Safeguarding of students and Duty of Care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Academies Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.





Person Specification

As a Trust we seek to recruit talented individuals who can not only help to build the success of our academies but also people who are engaging and passionate about everything they do.

For the role of Breakfast Club Supervisor, we would expect candidates to demonstrate:

Qualifications and Training

Essential:

- Basic literacy and numeracy skills, sufficient to understand instructions, record incidents, and communicate effectively

Desirable:

- A relevant qualification in childcare, early years education, or a related field (e.g., Level 2 or 3 in Supporting Teaching and Learning)
- First Aid certification (Paediatric First Aid highly desirable)

Experience

Essential:

- Experience working with children in a supervisory or care capacity (e.g., school setting, nursery, youth club, or similar)
- Demonstrated ability to manage groups of children effectively and maintain an orderly environment

Desirable:

- Experience in a school breakfast club or after-school club setting
- Experience assisting with food preparation or serving in a group setting
- Experience working with children who may have diverse needs or require additional support

Knowledge and Understanding

Essential:

- A fundamental understanding of child development and the needs of young children, particularly in a group setting
- Basic knowledge of safeguarding and child protection procedures, and the importance of reporting concerns
- Awareness of health and safety regulations relevant to a school environment and food handling
- Understanding of effective strategies for promoting positive behaviour in children

Desirable:

- Familiarity with school routines and the expectations for pupil conduct
- Knowledge of age-appropriate play activities and how to engage children effectively
- An understanding of nutritional guidelines for children's breakfasts



Skills and Abilities

Essential:

- Excellent interpersonal and communication skills, with the ability to interact positively with children, parents, and colleagues
- The ability to remain calm and composed in a busy environment and respond effectively to unforeseen situations
- Strong organisational skills, including the ability to manage time effectively and prioritise tasks
- A proactive and adaptable approach, with the ability to take initiative and solve minor problems independently
- The ability to encourage and initiate play activities, fostering a fun and engaging atmosphere
- A strong commitment to maintaining confidentiality and professionalism at all times

Desirable:

- Ability to identify and respond to the emotional needs of children
- Skills in leading simple group games or creative activities
- Basic IT skills for record-keeping if required

The post holder will also be expected to undertake any other tasks as reasonably required by the Principal or Governors to ensure the efficient and effective operation of the academy.



Apply

We're delighted that you're considering joining Leigh Academies Trust. To apply for this opportunity, please submit your online application via the job advert on our [current vacancies page](#).

We recommend taking the time to review the job description and person specification in order to also tailor your application to show how your skills and experience align with the role.

You'll need to have the following ready when applying:

- Personal details/contact information
- An up-to-date CV and/or personal statement
- Employment and education history
- Contact details for a minimum of 2 references

Join our Talent Network

If this is not quite the right opportunity for you, but you would like to stay in touch, you can join one of our Talent Networks today by [clicking here](#).

A member of the Recruitment Team will be in touch to help find the right role for you!

