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Realising ambition for every pupil - and every career.

## Midday Supervisor Application Pack



## Royal Rise Primary School



## About us

At Cygnus Academies Trust, we are proud to be a growing network of eight primary schools across South East London, Dartford and Tonbridge. Our mission is simple yet powerful: to realise ambition for pupils and staff alike, by delivering the very best education and creating opportunities for all.

Founded in 2016, we have built a collaborative network of schools that nurtures, challenges and supports every member of our community. Each school retains its individuality while benefiting from shared expertise and trust-wide support. As a Trust community, we believe in:

- Celebrating uniqueness – Each school retains its individuality while benefiting from shared expertise.
- Collaboration at every level – From leadership to classroom practice, we work together to achieve excellence.
- Investing in people – Staff development and career progression are at the heart of what we do.

Our schools are vibrant, welcoming places where you can grow, develop, and make a real difference.

## Our Vision

Our core purpose is to ensure every person, adult or child, we work with realises their ambition. Through our network of sustainable schools, we aim to:

- Give every pupil access to exceptional education and opportunities that empower them to thrive.
- Work collaboratively with high expectations to embed strong practice and achieve success across all schools.
- Equip pupils with the skills, knowledge, and understanding to thrive as local, national, and global citizens.





## About our school

Royal Rise is an inclusive one form entry primary school in Tonbridge. Royal Rise is a place where children are taught how to learn and engage in an inclusive, broad and balanced creative curriculum and a school where they are respected and valued as individuals and can expect to achieve an extremely high standard of education.

We are a happy school where the success of every child matters. We have dedicated, caring and enthusiastic staff who are committed to developing the knowledge, skills and understanding which enable all children to enjoy learning.

**Being the best that we can be**, is our school vision and we aim for this in everything we do.

Our staff are passionate professionals who work collaboratively, support one another, and continually strive to provide the very best for every child. They model our school values, foster a nurturing environment, and are committed to their own professional development to ensure the highest standards of teaching and care.



# About the role

**Position:** Midday Supervisor

**Contract:** Permanent

**Hours/Weeks:** 7.5 hours/ 38 weeks

**Grade:** Kent Scheme A

**Salary:** £4,220 (FTE £24,513)

**Start date:** February 2026

**Closing date:** 8<sup>th</sup> February 2026

## Join our team and help create joyful, safe lunchtimes for our pupils!

Due to a successful internal promotion, we are looking for a caring, reliable, and positive Midday Supervisor to ensure that our lunchtimes are a happy, calm, and enjoyable part of the school day.

You will play a vital role in supporting children's play, wellbeing, and social development, while ensuring they feel safe, confident, and ready to return to learning in the afternoon.

### Key Responsibilities

As a valued member of our lunchtime team, you will:

- Supervise pupils in the dining hall, playground, and indoor areas when required.
- Encourage positive play, cooperation, and inclusion among all pupils.
- Promote good behaviour and always model our school values.
- Support children in managing friendships, resolving minor conflicts, and building social skills.
- Ensure pupils' safety, wellbeing, and comfort throughout the lunchtime period.
- Provide simple first aid (training provided if needed).
- Work collaboratively with colleagues to maintain a friendly, supportive lunchtime environment.
- Help set up and clear away dining hall equipment as required.

### Who we are looking for

We would love to hear from you if you:

- Enjoy working with children and want to make a positive impact on their day.
- Are warm, patient, and approachable with a nurturing attitude.
- Can build positive relationships with pupils and colleagues.
- Are reliable, committed, and able to work effectively as part of a team.
- Can remain calm, fair, and consistent when supporting children.
- Are enthusiastic about promoting active, fun, and inclusive play.
- Share our values of kindness, respect, teamwork, and ambition.

Experience working with children is helpful but not essential—your attitude, care, and willingness to learn are what matter most.

## How to apply

Please apply via MyNewTerm with your application form and a short supporting statement explaining how your skills match this role. (If you would prefer the application form in a different format, please contact the school office.)

*We reserve the right to close this advert early, should a suitable applicant be found.*

## JOB DESCRIPTION AND PERSON SPECIFICATION

### MAIN RESPONSIBILITIES

#### Pupil Supervision and Support

- Supervise pupils in the dining hall, playground, and indoor areas as directed.
- Promote positive behaviour, kindness, cooperation, and inclusion at all times.
- Encourage and support children to engage in active, enjoyable, and safe play.
- Assist pupils in developing social skills, including turn-taking, sharing, and conflict resolution.
- Provide support and reassurance to pupils who may require additional help at lunchtime.
- Accompany and supervise pupils during transitions between indoor and outdoor spaces.

#### Safety and Wellbeing

- Maintain a safe and orderly environment in all areas.
- Follow school procedures for safeguarding, behaviour management, and first aid.
- Respond appropriately and calmly to incidents or accidents, seeking support when needed.
- Administer basic first aid where trained and record/report incidents as required.
- Monitor and report any concerns regarding pupil welfare or behaviour to appropriate staff.

#### Dining Hall Duties

- Assist children with routines such as lining up, tray collection, eating appropriately, and clearing away.
- Support younger pupils or those with additional needs during mealtimes.
- Help maintain cleanliness and safety in the dining area.

#### Teamwork and Communication

- Work collaboratively with colleagues to ensure consistent and positive lunchtimes.
- Communicate effectively with teaching staff, support staff, and senior leaders.
- Attend relevant training, briefings, and meetings as required.
- Always uphold and model the school's values and behaviour expectations.

#### Safeguarding & Knowledge

- Recognise and report any concerns about pupils' safety, wellbeing, behaviour or development, following school safeguarding procedures.

- Maintain safe working practices, professional boundaries and confidentiality when working with pupils.
- Support pupils' wellbeing, inclusion and positive behaviour, ensuring a safe and secure learning environment for all.

### PERSON SPECIFICATION

Areas	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• No formal qualifications required - training will be provided.</li> </ul>	<ul style="list-style-type: none"> <li>• First aid certificate.</li> <li>• Training in behaviour support or child supervision</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience working with or supporting children in any setting (e.g. school, nursery, youth work, clubs, volunteering).</li> </ul>	<ul style="list-style-type: none"> <li>• Experience within a primary school environment.</li> <li>• Experience supporting children's play, wellbeing, or behaviour.</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Ability to supervise and engage children positively in both structured and unstructured settings.</li> <li>• Clear and confident communication with children and adults.</li> <li>• Ability to promote positive behaviour and manage minor disputes calmly.</li> <li>• Ability to work well as part of a team and follow school guidance.</li> <li>• Ability to remain alert, responsive, and proactive in ensuring pupil safety.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to lead or support simple playground games or play activities.</li> </ul>
Knowledge & Understanding	<ul style="list-style-type: none"> <li>• Understanding of the importance of child safety, welfare, and wellbeing.</li> <li>• Awareness of appropriate behaviour management approaches.</li> <li>• Basic understanding of safeguarding (training provided).</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of inclusive play and supporting children with additional needs.</li> <li>• Awareness of school lunchtime routines and expectations</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>• Warm, caring, and approachable manner.</li> <li>• A genuine enjoyment of working with children.</li> </ul>	<ul style="list-style-type: none"> <li>• Creative, enthusiastic, and keen to contribute ideas to improve lunchtime experiences.</li> </ul>

	<ul style="list-style-type: none"> <li>• Patient, calm, and consistent, especially when managing behaviour.</li> <li>• Reliable, punctual, and committed to the role.</li> <li>• Positive attitude and a willingness to get involved in play and activities.</li> <li>• Respectful, inclusive, and able to treat all children fairly.</li> <li>• Able to maintain confidentiality and follow school professional standards.</li> </ul>	
Safeguarding & Professional Conduct	<ul style="list-style-type: none"> <li>• To be responsible for promoting and safeguarding the welfare of pupils and young people within the school.</li> <li>• Ability to maintain professional boundaries.</li> <li>• Ability to report concerns promptly and appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of Prevent duty, online safety, and e-safety procedures</li> </ul>



## Why join us

Joining Cygnus Academies Trust means becoming part of a collaborative, forward-thinking community dedicated to realising ambition for every child and adult. We offer:

- **Professional Growth:** Access to high-quality CPD, coaching, and clear career progression pathways.
- **Supportive Culture:** A strong network across our schools, underpinned by our core values: Collaboration, Citizenship, Achievement, and Sustainability.
- **Wellbeing Commitment:** Initiatives to support staff mental health and work-life balance, including wellbeing programmes and flexible working options.
- **Attractive Benefits:** Competitive pay, generous pension scheme, and trust-wide perks.
- **Inclusive Environment:** A workplace that values diversity and promotes equality, ensuring everyone feels respected and empowered.
- **Impactful Work:** The chance to make a daily, visible difference in children's lives and contribute to a thriving school community.
- **Innovation and Resources:** Opportunities to engage with new ideas, digital tools, and shared resources across the trust.

## Safeguarding and Child Protection

We are committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment and uphold the highest standards of professional conduct. Recruitment procedures comply with statutory guidance, including *Keeping Children Safe in Education*, and all appointments are subject to enhanced DBS checks, online searches, and satisfactory references. We maintain a culture of vigilance, transparency, and accountability to ensure every child is safe and supported.

## Equality and Inclusion

Cygnus Academies Trust is a people-first organisation that values diversity and strives to create an inclusive environment where everyone feels welcomed, respected, and able to thrive. We provide equality of opportunity for all, regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, ethnicity, religion or belief, sex, sexual orientation, or any other protected characteristic, in line with the Equality Act 2010.

## Get in touch

**Realising Ambition**



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