



LONGTHORPE
PRIMARY ACADEMY

United in Diversity, Inspired for Life

Candidate Pack

Midday Supervisor - Permanent



Proud to be part of

KEYS
ACADEMIES
TRUST

About Our School

At Longthorpe, our mission is 'United in Diversity, Inspired for Life.' This reflects our celebration of diversity, commitment to unity and focuses on inspiring children to achieve their full potential through an aspirational curriculum.

We value everyone and believe that we all have something we can learn from one another. Our mantra of 'Ready, Respectful, Safe' permeates every aspect of school life.

Longthorpe Primary Academy is situated to the West of Peterborough and is within walking distance of the city centre. We serve a wonderfully diverse community with 42 different languages at present and 16% of our cohort generate our pupil premium funding.

Longthorpe Primary Academy is part of Keys Academy Trust consisting of a group of five Peterborough schools: Longthorpe Primary, Nova Primary, Ravensthorpe Primary, Thorpe Primary and Jack Hunt Secondary. We work together to ensure pupil achievement, wellbeing and strive to provide the best experience for our pupils.

We are at an exciting phase of our journey following a very successful Ofsted inspection in April 2024. Our mission is to create an exceptional school which provides our children with the knowledge and skills they need to prepare them for the next phase of their education and beyond.

We are a diverse and happy school for children aged 4-11 years old. Our pupils are well behaved, eager to learn and enjoy all that school has to offer. We nurture children to be confident, independent thinkers who have a good sense of self-worth and belief in their own capacity to succeed alongside being effective learners; articulate, literate and numerate.

We encourage the children to have high aspirations of themselves, their achievements and futures. We want our children to be effective collaborators with a good range of communication and leadership skills, giving them the ability to clearly articulate their ideas and emotions, as well as consider those of others.

Children at Longthorpe will develop a strong sense of responsibility for their own learning, holding high aspirations of themselves, their achievements and futures. They will be effective collaborators with a good range of communication and leadership skills, giving them the ability to clearly articulate their ideas and emotions, as well as consider those of others.

We benefit from a low turnover of staff, all of whom are committed to having a positive impact on children's lives.

A strong home school partnership is integral to children's success and is highly valued; we encourage parents to take an active part in their children's education, and we provide opportunities for this.

About Our Trust

Our trust is a vibrant, diverse, and ambitious group of five academies in west Peterborough. Formed in 2018, we are a relatively young trust, which emerged from a strong, but loose, alliance of primary schools working with Jack Hunt secondary school.

Our schools serve communities which have many similarities but also significant differences, due to the cultural and economic diversity of the city. We celebrate these differences and ensure that each school retains a distinct identity within the trust.

Working together as a multi-academy trust has allowed us to use the expertise across our 5 schools to meet our common goals to give our pupils and students an inclusive, innovative learning community that respects and benefits everyone and has aspirational plans for the future. Our vision is to unlock the potential and create strong life chances for all the children we educate.

All in our trust have high aspirations for, and high expectations of, every single pupil and student. We want them to be well-rounded, confident, caring young people with leadership skills who are motivated to achieve their best in lessons and beyond the classroom. We want them to be involved in the school, local and global community and leave us as life-long learners, equipped to build on their success and contribute positively to our future.

Work for Us

Our Trust culture is centred on valuing people, through supporting their ambitions and career paths, so that we are a respected and attractive employer. By creating a culture where staff feel respected, empowered and inspired, we create a positive learning environment. We are keen to reward and recognise our staff and have developed a comprehensive range of employee benefits to achieve this.

Our staff benefit from:

- Professional Development and extensive CPD programmes
- Perkbox employee benefits platform providing big discounts on shopping, dining and entertainment
- Generous Occupational Pension Schemes
- Free parking at all Keys schools
- Free on-site annual flu vaccination scheme
- 24/7 free and confidential Employee Assistance Programme
- Wellbeing programme and support
- Additional planning days
- iPads and Laptops for all teaching staff
- Open door listening policy to Senior Leaders

Our people vision:

- Our people are proud of our Trust and the difference we make to young people
- We are all hungry to learn and we offer career development and opportunities for all
- Everyone enjoys coming to work, we are inclusive and listen to our people
- Our leaders serve our people ensuring their professional and personal need are supported
- Our people go the extra mile because they feel well rewarded and valued and that we care



Job Information

Role:	Midday Supervisor
Salary:	Grade 3 - NJC Point 3 Starting annual prorated £3705.09 (FTE £25,615)
Contract:	Permanent
Hours:	Monday – Friday 6.25 hours per week (12:00-13:15) Term Time + 1 week equivalent hours, to be worked flexibly for training
Closing date:	19/10/2026 @ 9am
Interviews:	We reserve the right to interview candidates as applications are received and to withdraw the advert if a suitable appointment is made.
Start date:	2nd November 2026

Job Description

The purpose of the post is to ensure the security and care of the pupils, and to promote their social development during the lunch period.

Principal Duties

- To supervise pupils during the lunch period, in the dining hall, playground areas and school premises.
- To ensure the safety, welfare, physical and mental wellbeing of pupils and the maintenance of good order and discipline.
- To organise the dinner queue and ensure calm and orderly entrance of pupils into the dining area, and from the dining area to the playground.
- To encourage all pupils to eat, and to assist children with cutting up food, opening tubs, pouring water etc. where appropriate and necessary according to the needs and age of the child.
- To encourage social skills and good table manners, ensuring safety with knives and forks.
- To clean up spillages of food and drink and to organise clearing cutlery and crockery off the tables.
- To monitor the behaviour of pupils discouraging in a positive way any poor behaviour and report any incidents in accordance with school procedure.
- To ensure the safety and wellbeing of children, providing emotional support where necessary.
- To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.
- To ensure that toilet areas are checked regularly to ensure that they are clean and being used appropriately.
- To ensure that classrooms are used during midday break because of inclement weather, the children are quietly occupied, and the classrooms are left tidy and ready for the afternoon session.

Safeguarding And Welfare

- Be responsible for the welfare and safeguarding of children and young people.
- Ensure the safety and well-being of all children in the academy, adhering to safeguarding policies and procedures.
- Promote a positive and inclusive environment where every child feels valued and supported.
- Administer first aid and intimate care as required.

General Duties

- To maintain confidentiality and adhere to the school's procedures and policies.
- To attend staff meetings and training as required.

Other Duties

Any other reasonable duties as requested by the Headteacher.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post..

The Board of Trustees of Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Person Specification

The successful candidate will meet the following person specification. Please note that the listed essential criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

	Essential	Desirable
Commitment	• A clear recognition of and commitment to all our aims as a high performing school. • Smart business dress.	• Tangible evidence of the commitment to education in the current post.
Qualifications	• A good basic level of education and English language skills.	• A specialist qualification with evidence of an interest in continued training. • Evidence of undertaking relevant, professional qualifications and training. • A degree or equivalent professional qualification.
Experience		• Experience of working in a primary school.
Skills	• Strong inter-personal skills • Work effectively as part of a team • Ability to use ICT devices and systems to fulfil role and professional development	
Staff Development	• An understanding of the importance of training. • A proven desire to improve.	
Relationships	• Good listening skills. • The ability to communicate effectively and to work as part of a team with staff, parents, and members of the local community.	
Personal Characteristics	• Commitment to inclusion and equal opportunities and promoting the ethos and values of the school. • Resilience and enthusiasm • Highly motivated and able to motivate others • Flexible and ability to act on initiative Demonstrates emotional intelligence	

Safeguarding Statement

Keys Academies Trust and Longthorpe Primary Academy are committed to safeguarding children and promoting the welfare of children and young people and expect 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. Disclosure of any criminal convictions and an enhanced DBS check will be required for this post. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. The post may not be exempt from the Rehabilitation of Offenders Act 1974 as certain spent convictions and cautions are 'protected' and are not subject to disclosure. It is important that an applicant provides the Academy with upfront disclosure of all unspent convictions, cautions, reprimands or warnings. A failure to declare the above (that are not subject to the Disclosure and Barring Service filtering) may disqualify an applicant for appointment and may result in summary dismissal if the discrepancy subsequently comes to light.





LONGTHORPE
PRIMARY ACADEMY

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