



CANDIDATE PACK

Midday Supervisor



Start date:
ASAP

Location:
Queens Road
Walton on Thames
Surrey
KT12 5AB

About Us

Walton Leigh is a maintained special school for young people aged 11 to 19 with severe and complex learning difficulties.

We are a positive, welcoming school and we endeavour to provide a happy and caring environment where your child can flourish.

We will make sure your child is valued and supported in every way. We have a positive ethos, love celebrating achievement and always have high expectations!

We provide excellent opportunities to develop your child's communication skills and personal and social development.

We strive to deliver outstanding teaching and your child's class teacher will support and guide them to be as independent as possible.

WALTON
LEIGH
SCHOOL



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LEIGH
SCHOOL



About the Trust

Our school is part of London South East Academies Trust - a multi academy trust sponsored by London South East Colleges. In 2024 the Trust was formally recognised and awarded as the TES Small Trust of the Year.

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools

Read more on the trust website:
LSEAT.co.uk

LONDON
SOUTH EAST
ACADEMIES



TRUST

Working together to create an environment in a secure, stimulating atmosphere.

Promoting independence where self-esteem and mutual respect are fostered and effort and achievement celebrated in the pursuit of excellence.

Values

Responsibility

Friendship

Happiness

Honesty

Care

Respect

Love

Confidence

Cooperation

Belonging

Thoughtfulness

Patience

WALTON
LEIGH
SCHOOL



Job Description

Job title: Midday Supervisor

Salary: H10 on the LSEAT Payscale

Contractual Hours: 10 Hours

Position Status: Permanent

About our Vacancy:

We require a person who has lots of energy and enthusiasm to support the special students attending our school during the lunch period.

As a Midday Supervisor, you will be patient, reliable and passionate about supporting young people to have a safe, positive and enjoyable break time.

You will join a committed and supportive staff team, playing a vital role in promoting positive behaviour, wellbeing and inclusion across the school. This role would suit individuals with experience of working with children and young people, particularly those with additional needs, although full training will be provided.

Walton Leigh School is a specialist setting for pupils aged 11–19 with additional needs, including autism, where we provide a nurturing and inclusive environment for every young person to thrive. As part of the London South East Academies Trust, we are committed to improving lives through high-quality education and strong support.

We are looking for enthusiastic, kind, caring and resilient individuals to join our team. You will help create a safe, positive and structured environment, supporting pupils' social, emotional and academic development.

We offer a strong induction programme and ongoing CPD, ensuring our staff are well supported and continue to develop professionally within a collaborative Trust. We are committed to safeguarding children; successful applicants will be required to undertake an enhanced DBS check.





Job Description

Main purpose of the role:

To assist in the supervision of children both in the dining area and in play areas to ensure the orderly conduct, welfare and safety of pupils during school lunch breaks.

Key Accountabilities:

- To ensure the safety of pupils and that pupils remain within the permitted areas of the school during the lunch break and to intervene in any situation where the safety of a pupil may be at risk.
- To ensure the orderly conduct of pupils and to supervise the movement of pupils between classrooms, play and dining areas from the start of the lunch break until classes re-commence and to ensure orderly conduct in the dining area.
- To provide support to individual pupils and to give comfort to individual pupils who are distressed.



Scope For Impact:

The post holder will be jointly responsible, under the direction of the Senior Midday Supervisor or the Administrative Officer for the effective management and supervision of pupils during the midday break. Successful impact will maintain the image of the school and relieve pressures on other staff. Unsuccessful impact may result in parental complaints and, at worst, minor or severe injury to pupils.

Tasks:

These tasks serve to indicate the range of duties and level of responsibilities involved. It is not exhaustive and it is not intended that every Midday Supervisor will undertake the same range of tasks.

Safety of Pupils:

- Observe all pupils in the supervision area and, where necessary, instruct an individual pupil, or pupils, to move to another area of the playground, explaining the reason for this decision.
- Stop any activity by pupils which may become too boisterous and may result in an accident. In the event of an accident follow normal first aid rules, remain with the child and immediately arrange for a pupil to summon help from other staff.
- Ensure that the incident is properly recorded.
- Report any incident that has given cause for concern to the Senior Midday Supervisor or headteacher.

Orderly Conduct of Pupils:

- Ensure that, where necessary, pupils form quiet, orderly queues, and behave in an appropriate manner while eating. Assist children as necessary.
- In cases of serious misconduct or disobedience, summon assistance from other members of staff.

Support of Individual Pupils:

- Approach any individual pupil who appears to be distressed and see if the child wants an adult to talk to. If there appears to be a significant problem either at home or at school, suggest that it might be helpful to inform the class teacher or headteacher of the situation

General Duties:

- Supervise the washing of hands by all children. Clear dining hall tables in readiness for a second sitting, where appropriate.
- Check and supervise corridors and toilets during lunch period.
- Assist children with changing clothes in the event of accidents.
- This must be with the child's consent and should be with the knowledge and preferably in the presence of a colleague.

Personal Care Duties:

- To assist with the personal care, feeding and hygiene needs of the students.

General Requirements:

- Take on any additional responsibilities which might, from time to time, be determined.
- **Safeguarding:** Demonstrate a clear commitment to safeguarding and promoting the welfare of children and young people, adhering to all policies and statutory guidance, and reporting concerns promptly in line with our procedures.
- **Equity, Diversity and Inclusion:** Promote an inclusive culture that values diversity, ensures equality of opportunity, and challenges discrimination in all its forms.
- **Health and Safety:** Take reasonable care for your own health and safety and that of others, complying with all relevant policies, procedures and risk assessments.
- **STARS Values:** Consistently model and promote the our STARS values, contributing positively to our culture and reputation.
- **Sustainability:** Support our commitment to environmental sustainability through responsible use of resources and sustainable working practices.

This job description may be amended at any time following discussion between the Head Teacher, Senior Leader and member of staff, and will be reviewed annually.

The scope of this profile reflects the needs of the academy at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the academy change over time.



What We Offer:

- Friendly, enthusiastic, delightful pupils and students who teach us something new every day
- A committed and caring staff team who support and develop each other
- A proactive and supportive SLT who are actively mindful of workload
- A collaborative approach to planning and problem-solving
- A comprehensive induction and an ongoing extensive CPD programme
- Opportunities to develop your skills and talents
- Small class sizes with high staff/pupil ratio Free parking on site
- Advantages of belonging to a multi-academy trust, e.g. discounts on gym and wellbeing services, access to free and confidential
- Occupational Health and Employee Assistance Programmes
- Excellent Pension Schemes - Including employer contributions to the Teachers' Pension Scheme, Local Government Pension Scheme, or Nest.
- Professional Development - Access to high-quality training, leadership development, and career progression opportunities
- Employee Assistance Programme - Providing free, confidential support.
- Travel Support - annual season ticket loan and cycle-to-work scheme.
- Well-being and Lifestyle Benefits - including access to gym discounts, discounts in our in-house college restaurant, and reduced-price hair and beauty treatments.
- Free mortgage and financial advice - Get 15% off wills with Radnew and Mortgages

Person Specification

Education and Qualifications	Essential	Desireable
Basic General Education		√
Knowledge and Experience	Essential	Desireable
Experience of working with children		√
Abilities and Skills	Essential	Desireable
Ability to be open with children and have sympathy for what concerns them	√	
Ability to relate in a friendly but firm way with a wide range of personalities	√	
Personality	Essential	Desireable
Outgoing personality		√
Enjoy working as part of a team and supportive of colleagues.	√	
Patience	√	
Physical	Essential	Desireable
Good stamina	√	

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How to apply

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form, please view our vacancies page [here](#).

