JOB OPPORTUNITY

Midday Supervisor

Djanogly City Academy, Nottingham, Nottinghamshire

Permanent

13 hours per week, 38 weeks per year

Pay Scale 1: £7,559 - £7,676 pro rata (£25,562 - £25,958 FTE)

Join us on an exciting journey of transformation and excellence.

At Tapestry Learning Partnership, we believe in the power of education to change lives. Formed in January 2026 through the merger of two strong trusts, QEGSMAT and Djanogly Learning Trust, we are building a future where every child succeeds and flourishes.

About the Role

We are seeking a dedicated and enthusiastic Midday Supervisor to join our team. This important role involves supervising scholars during the lunchtime period, ensuring they remain safe, supported, and engaged in a positive environment. Working as part of a team under the direction of the Head of School, you will oversee scholars in both dining and outdoor areas, promote positive behaviour, and help create an enjoyable lunchtime experience. You will encourage healthy eating habits, support scholars in developing independence and social skills, and contribute to their overall wellbeing throughout the school day..

Who We're Looking For

We are looking for a caring, reliable, and approachable individual who enjoys working with children and is committed to supporting their wellbeing and development. The successful candidate will be able to communicate effectively with scholars and colleagues, remain calm in a busy environment, and build positive relationships with young people.

About Djanogly City Academy

Djanogly City Academy is a vibrant and inclusive learning community dedicated to inspiring and empowering every scholar it serves. Situated at the heart of Nottingham, the academy welcomes learners from diverse backgrounds, celebrating individuality while fostering a shared passion for curiosity, creativity, and achievement. At Djanogly, every pupil is valued and supported to grow academically and personally.

The academy's ethos is built on high expectations, mutual respect, and a commitment to excellence. Scholars are encouraged to be confident, resilient and compassionate citizens, equipped with the knowledge and skills to thrive in an ever-changing world. Through engaging teaching, enriching

experiences and strong partnerships with families and the wider community, Djanogly City Academy nurtures a culture where scholars are motivated to reach their full potential and make a positive contribution to society.

Our latest Ofsted inspection report recognises our many strengths and the strong progress being made across the school. Djanogly City Academy was judged **Good** across all areas, with its Sixth Form rated **Outstanding**. Some key highlights include:

- Djanogly City Academy is a welcoming and inclusive school that celebrates the diversity of its local community.
- There is a strong, caring ethos. Pupils feel safe and well supported, and the vast majority are happy in school.
- The school has high expectations for all pupils, encouraging them to achieve their best academically and personally.
- Pupils with special educational needs and/or disabilities (SEND) and those who speak English as an additional language are well supported to access and succeed in the curriculum.
- The curriculum is well planned and increasingly ambitious, ensuring pupils build knowledge and skills effectively over time.
- Pupils are polite, respectful and considerate towards each other and towards adults.
- Strong, trusting relationships between staff and pupils support learning and personal development.
- Pupils benefit from high-quality pastoral care and know that staff are approachable and available if they have concerns.
- Leaders are mindful of staff well-being and workload, creating a supportive working environment.
- Staff are proud to work at Djanogly City Academy and feel valued as part of the school community.

Why Join Tapestry?

As part of our Trust, you'll benefit from:

- A supportive network of professionals who share your commitment to excellence
- High-quality professional development and career progression opportunities
- A caring, inclusive organisation that values staff wellbeing and work–life balance
- Access to a range of employee benefits designed to promote health and wellbeing

This is your chance to be part of something special. Help us shape the future and make a lasting impact.

Tapestry Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found at: Tapestry Learning Partnership

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call 0115 942 1277.

Further details about our school can be found on our website: Djanogly City Academy

To apply for this position, please visit our careers page via our website: Tapestry Learning Partnership

JOB DESCRIPTION

Post Title: Midday Supervisor

Reporting to: Office Manager

Grade: Scale 1

Disclosure Level: Child Workforce - Enhanced, Children's Barred List

Purpose of the Post

The purpose of the Midday Supervisor role is to ensure the safety, welfare, and wellbeing of scholars during the lunchtime period. Working as part of a team, the postholder will create a positive, inclusive, and engaging environment in which scholars can eat, play, socialise, and develop independence.

The Midday Supervisor will actively promote positive behaviour, healthy lifestyles, and respectful relationships while supervising scholars in dining, playground, and classroom settings. Through effective supervision and positive engagement, the postholder will contribute to a safe and enjoyable lunchtime experience that supports the academy's values and the personal development of all scholars.

Key Duties and Responsibilities

General

1. Ensure you arrive at work in sufficient time to be ready to commence duties at your designated start time.
2. Report any absence as soon as possible by contacting the academy's main office. Only genuine sickness absences will be paid unless otherwise agreed by the Headteacher.
3. Holidays will not be authorised during term time, except in exceptional circumstances.

In the Dining Areas

4. Encourage and support scholars to develop independence by collecting their own meals and clearing away after themselves.
5. Promote healthy eating by encouraging scholars to eat their lunch and try a variety of foods.
6. Support scholars in using cutlery correctly, including the safe use of a knife where appropriate.
7. Supervise scholars as they dispose of food waste and return plates and trays to designated areas.
8. Ensure tables and benches are cleaned between sittings.
9. Address and clean up spills promptly to minimise the risk of accidents.
10. Build and maintain positive relationships with individual scholars and groups.

In Outdoor Areas

11. Actively supervise scholars to ensure they are playing safely and inclusively.

12. Organise and line up scholars as directed by the Senior Midday Supervisor when it is their turn to enter the dining hall.
13. Engage positively with scholars by:
    - Talking with them about their day.
    - Encouraging and participating in games and activities.
    - Promoting positive social interaction and cooperative play.
    - Supporting and including scholars who may be alone or finding it difficult to engage with others.
14. Follow the direction of the Senior Midday Supervisor regarding changes to lunchtime arrangements due to weather conditions.
15. Refer all accidents and injuries to the designated first aider on duty.
16. At the end of lunchtime, when the first whistle is sounded, ensure scholars are waiting sensibly and moving calmly to their class lines. Provide praise and encouragement for positive behaviour.
17. Remain with class lines until the class teacher arrives and communicate any positive behaviour or concerns as appropriate.

Wet Lunchtime Arrangements

18. Supervise scholars in classrooms when adverse weather prevents outdoor play.
19. Ensure scholars do not use computers unless specifically authorised.
20. Maintain a calm environment by ensuring scholars remain seated and follow classroom expectations.
21. Support activities identified by the class teacher for indoor lunchtime provision.

Behaviour Management

22. Contribute positively to the management of scholar behaviour, recognising that positive reinforcement is the most effective approach. Aim to provide three positive comments for every corrective comment where possible.

When addressing inappropriate behaviour:

- Use non-verbal reminders first, such as eye contact or a gesture.
- If behaviour continues, issue a verbal warning using the phrase: *"This is a verbal warning because..."*
- If the behaviour persists, issue a second warning and direct the scholar to a designated time-out area for up to five minutes.
- Where behaviour continues after these interventions, refer the scholar to the member of the Senior Leadership Team (SLT) on duty.

Throughout all duties, Midday Supervisors are expected to promote a safe, positive, inclusive, and respectful environment in which all scholars can enjoy their lunchtime experience.

Person Specification

Post requirements	Essential	Desirable	Evidence and Assessment
Qualifications			
Good level of English language	✓		Application form, certificates
Experience			
Experience of working with children	✓		Application form, interview, references
Skills			
Ability to engage with children	✓		Application form, interview,
Ability to apply the behaviour rules with children	✓		Application form, interview,
Ability to use a computer		✓	Application form, interview,
Personal Qualities			
Belief in the values and behaviours of TLP	✓		Application form, interview,
Evidence of continuing professional development	✓		Application form, interview,
Commitment to equal opportunities and diversity in the performance of duties	✓		Application form, interview,