



Candidate Information Pack

Midday Supervisor



L.E.A.D. Academy Trust



Contents

About the Trust	1
About us	2
Our vision and values	3
Working at Millfield L.E.A.D. Academy	4
Benefits of being part of L.E.A.D. Academy Trust	6
How to apply	7
Job description and Person specification	8



Welcome from the CEO

L.E.A.D. Academy Trust comprises primary and secondary academies across the East Midlands. Our mission is to be a pioneering, confident, high-performing Trust with national and international influence.

We are determined to bring about change and improvement to education standards in the East Midlands by appointing visionary leaders who believe in the Trust's vision and values and are committed to making a tangible difference to the lives of children and young people.

As a Trust, we pride ourselves on the support and advice we give to all our leadership staff, enabling them to be exceptional leaders and teachers who can inspire both pupils and staff.

This role represents an exciting opportunity to be part of something special; developing and supporting our Trust in improving educational outcomes while retaining the school's individual identity and specific needs of their children, young people and community.

If you are ambitious, determined, energetic and passionate about education and want to join us on our mission, then we look forward to receiving your application.

Diana Owen CBE

Chief Executive Officer





L.E.A.D. Academy Trust
comprises of:

24
primary

..... and

3
secondary
academies

..... across

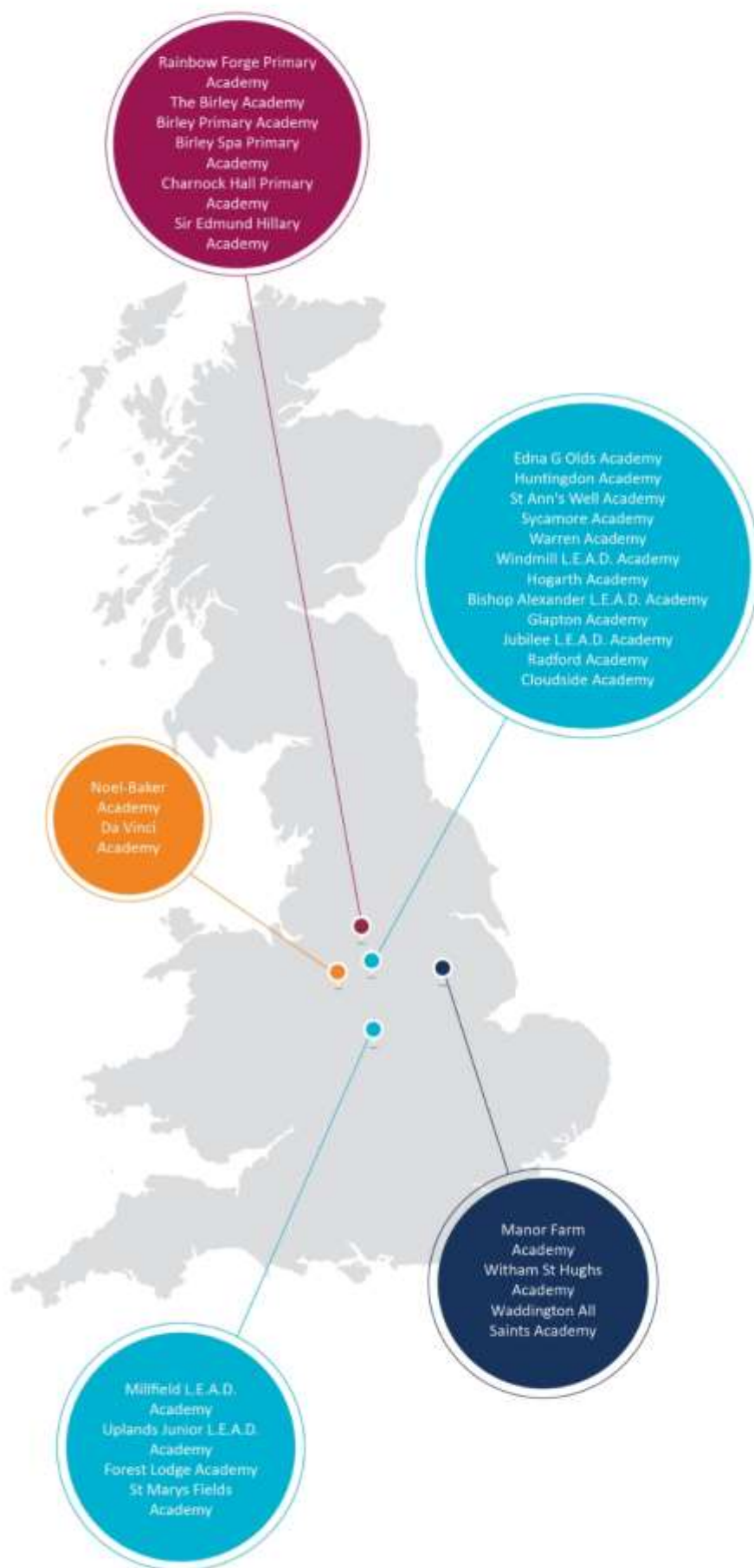
5
geographical
regions

..... with

11,000
pupils

..... and

1,500
members
of staff





Our Academies

Within our Trust, all academies strive to achieve:

- The highest standards of behaviour and conduct.
- Outstanding teaching and learning.
- A fully inclusive approach in which all children are equally important.
- A climate of mutual respect between the children, staff and community.
- Positive relationships.
- High aspirations for all involved with the school – a 'can-do' attitude.
- A wide range of enrichment opportunities for all to get involved in.
- A celebration of all the cultures and faiths represented in the school.
- An organisation in which there are no excuses for underachievement.

"The headteacher is a visionary leader. Leaders, including subject leaders, are a united team."

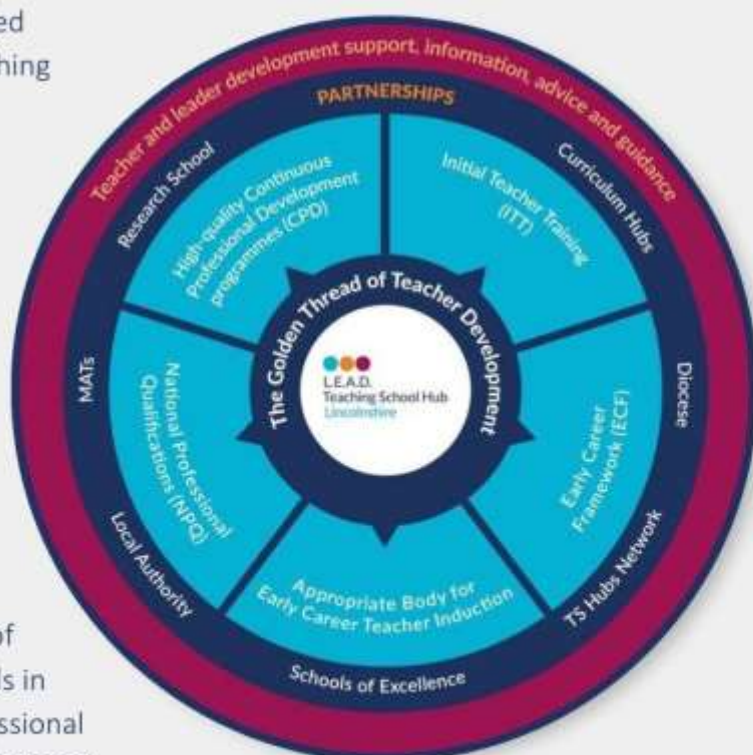
Witham St Hughs
Academy
Ofsted Report, 2012

L.E.A.D. Teaching School Hub

'Working together to lead the highest outcomes for all.'

L.E.A.D. Teaching School Hub Lincolnshire was launched in 2021 as one of the 87 organisations to be awarded Teaching School Hub status by the DfE. The Teaching School Hub is designated to work with schools across Lincolnshire and throughout our Trust. It supports every school type and phase, including nursery, primary, secondary, special and alternative provisions.

The role of the Hub and the Trust is to promote the importance of high-quality continuing professional development, from Initial Teacher Training through to executive leadership, supporting teachers throughout their career in a sequential and cohesive way. During 2021/2022 the TSH delivered 167 days of CPD to 2,163 participants, supporting 233 schools in total. The ability to access this high-quality professional support is therefore a significant opportunity associated with joining our Trust.



A message from the Headteacher

I am delighted that you have chosen to show an interest in working at Millfield LEAD Academy. We are proud of our school improvement journey and the outcomes that the children achieve at Millfield. All attainment indicators are above national with Year 1 phonics being in the top 5% of all schools nationally. Pupils achieve well across the whole curriculum. Millfield has a dedicated team of staff who work to ensure we meet our vision of 'improving the lives and life chances of all pupils'. We do this through our core values of:



About Millfield L.E.A.D. Academy

Millfield LEAD Academy is situated on the border of the county and city of Leicester near Fosse Park. There are excellent road links ensuring an easy commute to work. Millfield works closely with the other academies within the Trust especially those within Leicestershire. Staff collaborate and network together to ensure the best possible outcomes for the children. At Millfield we value CPD for all staff and teachers have dedicated CPD on curriculum areas and leadership, enhancing future career prospects. Millfield is a research led school and we strongly believe that the latest research can help us improve our pedagogical approach to learning. As a result, we have links with a number of UK and international universities and are involved in several research projects including being the only school outside of North America to be trialling a reading intervention on inference. We were last inspected in March 2025 where it was found that Millfield had made significant improvements since its previous inspection. This means that the inspector believed that Millfield was outstanding in all areas.

100% OF PARENTS STATED: MY CHILD IS SAFE AT THIS SCHOOL AND MY CHILD DOES WELL AT THIS SCHOOL (parent survey April 2024)

Millfield is a popular school with excellent resources and delightful children. Parents are supportive and want the very best for their children. We have a brand new computer suite and food technology room to enhance the children's learning. Our Learning for Life curriculum enhances the National Curriculum and children take on many roles of responsibility.

100% OF PUPILS STATED: I WOULD RECOMMEND THIS SCHOOL TO A FRIEND MOVING TO THE AREA (pupil survey April 2024)

We currently have a midday supervisor vacancy. We are looking for highly reflective person with good communication skills who can demonstrate the Millfield Educator traits:





Benefits of being part of L.E.A.D. Academy Trust for Teaching staff

We recognise that successful people place value on a range of benefits associated with their careers, including receiving professional recognition, commensurate financial reward, job satisfaction, opportunity to innovate and a balanced approach to work and personal time. We place value on these aspects too.

Employee benefits from day 1

1. National teacher pay and conditions, including generous TPS scheme with minimum 23% employer contribution rate.
2. Superb CPD opportunities via various established routes including dedicated Teaching School Hub.
3. Access to Trust EAP service: 24/7 free advice on range of issues and wellbeing counselling.
4. Free eyecare vouchers and flu jabs.
5. Access to free Occupational Health Service, including physiotherapy service.
6. Access to free staff discounts and cashback for a huge range of products.

Ofsted feedback

"Leaders and staff are highly ambitious for all pupils. They take their responsibility to the pupils and the community very seriously. This is seen in their careful work to develop a knowledge-rich curriculum that promotes character development and raises aspiration."

Radford Academy Ofsted Report, Jan 2023

"Staff feel that leaders are considerate of their well-being. They talk about leaders being approachable."

Bishop Alexander Academy, March 2023

"Staff value the training that they have had and the time to develop subject leadership roles. Teachers at the early stage of their career feel well supported and valued as members of staff."

Forest Lodge Academy, June 2022



‘Millfield is a fantastic school where children are put first.’

Ofsted 2025



Please send a completed application form and **covering letter** explaining your interest in the role and how you meet the person specification to: **jobs@millfieldacademy.co.uk**

CLOSING DATE: Monday 9th June at 9.00 am

INTERVIEWS: We aim for interviews to take place week beginning 16th June

Applications will be reviewed upon receipt, therefore shortlisted candidates may be contacted in advance of the closing date.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

For an informal, confidential discussion about this opportunity, please email: **office@millfieldacademy.co.uk**



"I wanted to be part of an organisation that works in partnership, believes in collaboration and invests and understands the importance of high-quality leadership and management."

Rebecca Riley, Head of School,
Huntingdon Academy



Job description

Key responsibilities and accountabilities

Job Title: Midday Supervisor

Pay Scale: NJC 2 – 7 (starting at £12.26 per hour – pending pay award)

Location: Millfield LEAD Academy

Line Manager: Business Manager

Job purpose:

To supervise pupils during the lunch time period in a designated area having due regard at all times to their health, safety and welfare.

Duties and Responsibilities:

- To promote acceptable standards of behaviour in compliance with laid down procedures.
- To ensure that Health & Safety requirements are adhered to and appropriate systems and procedures are introduced and maintained.
- To support in the dinner hall, clearing, wiping down and moving tables and trays.
- To implement and promote the School policies and procedures relating to all areas of employment and service delivery.
- To support the healthy eating of students.
- Undertakes random patrol duties, inside the school or within the grounds, as necessary & encourages positive play during the lunch hour.
- To follow instructions regarding lunchtime arrangements at School, including issuing dinner bands to pupils.
- To perform all tasks in a calm and orderly manner, and where required in compliance with the relevant procedures.
- To be responsible for dealing with accidents and/or problems of discipline during lunchtime.
- Provides information for recording purposes to the Head, Teaching staff, and support staff, e.g. regarding accidents, problems of discipline, etc.
- Maintains good order and discipline amongst children and pupils, safeguarding their health and safety.
- Assists children and pupils where necessary, escorting to dining area, escorting to classrooms where 1:1 support is required.
- Undertake a First Aid Qualification.

Influencing and Managing Relationships:

- Headteacher
- External agencies, such as sports coaches and behaviour mentors
- Parents and carers
- Senior Leadership Team
- Staff

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

Midday Supervisor Person Specification

This job description lists the competencies expected of an experienced/fully trained post-holder. The two right hand columns provide guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria)

		E	D
Qualifications and Attainments	<ul style="list-style-type: none"> A level of numeracy and literacy sufficient to carry out the duties of the post. First Aid qualification or willingness to attend training. Have attended or willing to attend Manual Handling course or equivalent. 	E E E	
Skills and knowledge	<ul style="list-style-type: none"> Able to use own initiative Able to work as part of a team and contribute towards its success Able to prioritise own workload and work to deadlines Able to exercise confidentiality when necessary 	E E E E	
Experience	<ul style="list-style-type: none"> Experience of working with children. 	E	
Personal Attributes	<ul style="list-style-type: none"> Have good interpersonal skills to communicate with children Have a positive attitude to personal development and training Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility 	E E E	
Additional Requirements	<ul style="list-style-type: none"> This role is subject to an enhanced DBS Willing and able to work outdoors in inclement weather conditions, i.e., hot or cold Able to stand and walk around school grounds for 1-2 hours daily 	E E E	



L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

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A L.E.A.D. Academy

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