

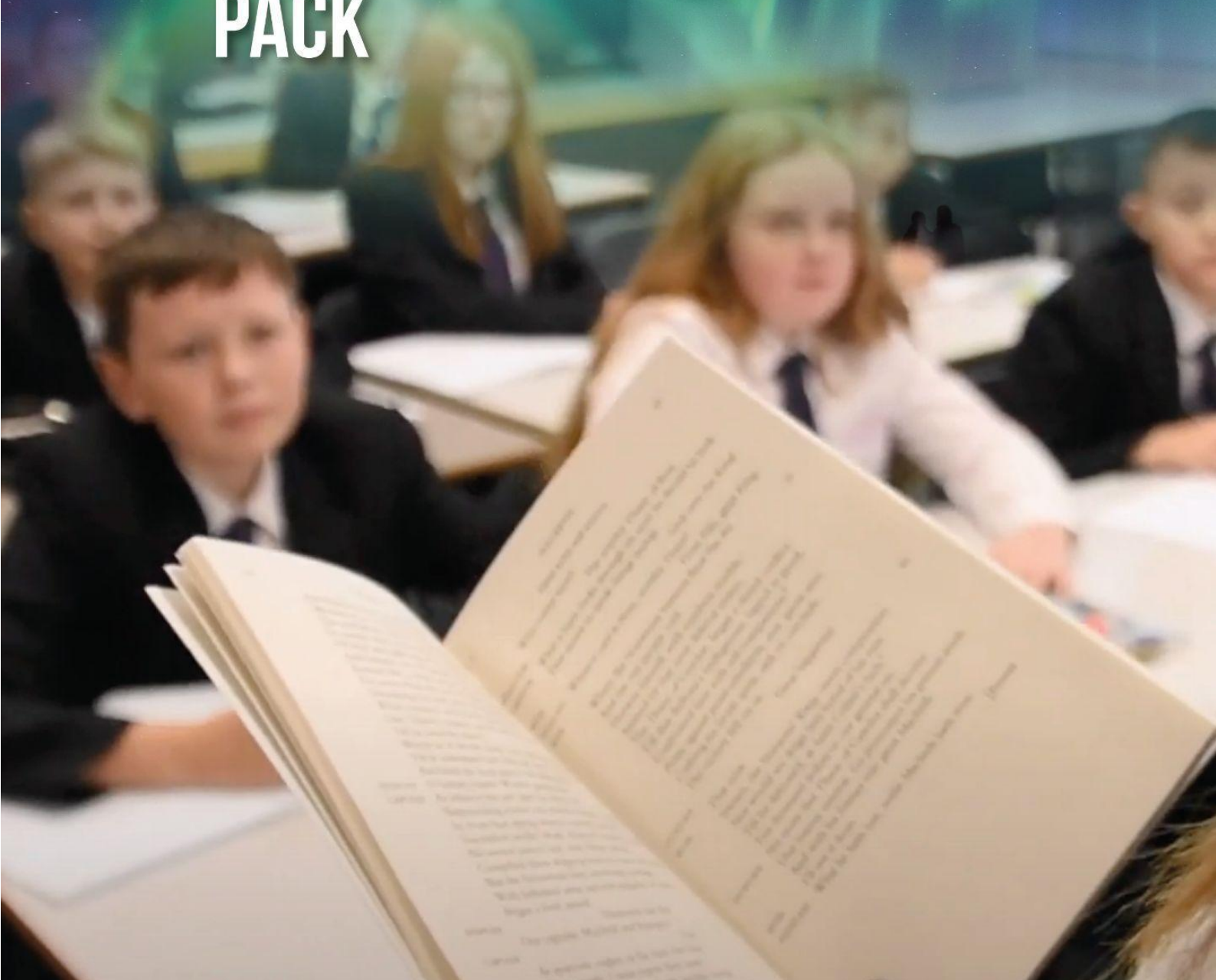


Northern  
Lights

LEARNING TRUST

LUNCHTIME SUPERVISOR  
AT VENERBALE BEDE CE ACADEMY

# APPLICATION PACK





# Northern Lights



We are a Multi-Academy Trust currently comprising seven primary and secondary schools and 3,093 children and young people from Stockton and Hartlepool in Teesside through to Sunderland and Washington.



We are a Teaching School Hub, one of 87 centres of excellence for teacher training and development, focused on some of the best schools and multi-academy trusts in the country.



We are an Early Years Stronger Practice Hub, set up by the DfE to provide advice, share good practice, and offer evidence-based professional development for early years practitioners.

## OUR SCHOOLS



**Hart Primary School**  
Hartlepool



**St. Peter's Elwick CE Primary School,**  
Hartlepool



**Benedict Biscop CE Academy**  
Sunderland



**St. Helen's Primary School**  
Hartlepool



**Holley Park Academy**  
Washington, Sunderland



**Ian Ramsey CE Academy**  
Stockton-on-Tees



**Venerable Bede CE Academy**  
Sunderland

Every Northern Lights school has its own values and its own vision and that's really important to us because all of our schools are there to serve our community but equally, our Trust is there to serve each other.

We do that with humility and with an openness because at Northern Lights it's not all about the academic – that is really important to us – but we know, as a Trust, we are successful if we have ensured that in an holistic way our children and young people have had every opportunity to experience, to flourish, to thrive, to understand the wonder and the joy of the world around them.

– Jo Heaton OBE, Chief Executive, Northern Lights Learning Trust



## Welcome from the CEO

Thank you for your interest in the position of Lunchtime Supervisor within Northern Lights Learning Trust.

We are a growing Multi Academy Trust that is currently made up of 2 secondaries and 5 primaries across Wearside and Teesside, with our central offices based in Seaham. We educate over 3000 pupils and employ over 400 members of staff and serve a diverse range of schools and communities. Each of our schools have their own individual ethos, values and vision, which sit together as part of our Northern Lights vision of 'Shining Together and Stronger Together'. As a CofE MAT, our schools are a mixture of Church and non-Church schools that range in size and levels of disadvantage. We see this diversity as a real strength to learn from and work with each other.

As a Multi Academy Trust we are at the heart of the current educational landscape, as a designated DfE Centre of Excellence as a Teaching School Hub and DfE Early Years Hub, responsible for teacher development across all ages and phases of education, working with over 300 schools. We are collaborative in our approach and value professional development highly in all we do.

We seek to be an employer of choice, with 100% of staff satisfaction in our latest survey, '*I am proud to work for a forward-thinking Trust who put people development at the heart*'. We seek to support our staff to develop and thrive.

We are looking for someone whose values align with us as a Trust and has the drive and ambition to work collaboratively to provide the best opportunities and outcomes for our young people.

We look forward to receiving your application.

Yours sincerely

Jo Heaton  
Chief Executive Officer



## Welcome from the Head Teacher

Thank you for your interest in the Lunchtime Supervisor post at Venerable Bede, where it is my privilege to serve as Headteacher. We are a popular and oversubscribed secondary school serving our local community. We sit on the border of Ryhope, Silksworth and Doxford Wards in Sunderland, but we have pupils who attend our school from across the City and beyond. It is our goal to provide an inclusive education, within the context of our local community, in which the rights of everyone are respected, regardless of personal beliefs. We are proud to be a school at the heart of our community.

We are a medium sized secondary school, built to accommodate 900 pupils. Our fundamental aim is to equip our pupils with the qualifications and skills which they will need to take their place in a modern British society. We hope that we play our part in helping our pupils understand how to live “Life in all its fullness” (John 10:10). Our mission statement is “To create a stimulating, secure and caring environment within which all members of our community will realise their potential in the light of the Christian Gospel.” This is embodied in our school motto: “Soar to the Heights Together”.

We want all of our pupils to reach their full potential. For each of our pupils we hope that with the guidance and support of their families and teachers, each of them will be able to develop their individual talents and fulfil their life long goals. As a product of the English Comprehensive system, I am a true advocate. I firmly believe that all children should have equal chance of success. It should be our goal in schools to enable all pupils to thrive, instilling in them a thirst for knowledge, and enabling them to understand how they play their part in unlocking their potential. Every child deserves the right to a broad and balanced curriculum.

At Venerable Bede Academy, we offer a **DEEP** curriculum to every child, regardless of their academic ability that spans 7 years as we have transitional opportunities with our primaries (Y6) and local colleges (Y12).

Thank you for your interest in our academy. Visits to the school are welcome, by prior agreement. Please contact [info@nllt.co.uk](mailto:info@nllt.co.uk) to express an interest.

Best regards

David Airey  
Headteacher

## **LUNCHTIME SUPERVISOR**

**Permanent position required for Venerable Bede CE Academy**

**£10.42 Per hour**

**11.25 hours per week, term time only**

Northern Lights Learning Trust are looking for a lunchtime supervisor to provide daily lunchtime supervision at Venerable Bede CE Academy. The suitable candidate should be enthusiastic, organised and welcoming. You will work closely with the lunchtime team and under the supervision of the Duty staff. Experience of working in a school environment is advantageous however not essential for this role.

The successful candidate should have:

- Experience of working in a similar setting
- Excellent communication skills
- A positive attitude, flexibility and adaptability
- High expectations
- Work well as part of a team

If this is you, we would really welcome your application

### **In return you will receive:**

- A supportive working environment that puts people at the heart of the organisation.
- Continuous professional development, including the opportunity to undertake related qualifications.
- National Terms and Conditions of Employment.
- Local Government Pension Scheme
- The opportunity to work as part of a growing Trust and shape this role.

Details of the school can be found on the school website: <https://www.venerablebede.co.uk/>



## **CLOSING DATE:**

**Applications must be received by: Monday 27<sup>th</sup> November 2023 at 1pm**

**Short Listing will take place on: Tuesday 28<sup>th</sup> November 2023**

**Interviews will take place on: Friday 1<sup>st</sup> December 2023**

## **HOW TO APPLY:**

Letters of application should be returned, along with a Northern Lights Learning Trust application form, to [recruitment@nllt.co.uk](mailto:recruitment@nllt.co.uk) or by post to Northern Lights Learning Trust, Spectrum Business Park, Lighthouse View, Building 2, Seaham, SR7 7PR

Applications will only be considered on receipt of an application form, CV's and other forms of application will not be accepted. For further information, please contact the school on 0191 5239745.

## JOB DESCRIPTION

Post: Lunchtime Supervisor

Responsible to: Assistant Headteacher

Responsible for: The supervision of pupils during lunchtime

Salary band: £10.42 Per hour

Start date: As soon as possible

### **Purpose of Job**

To provide lunchtime supervision to all pupils in School.

### **TASKS:**

- Encourage positive behaviour within the academy
- Ensure that pupils wash/sanitise their hands before they eat
- Supervise pupils to and from the dining area as necessary
- Supervise pupils with the return of used plates, trays, cutlery etc.
- Assist with the cleaning of tables and hall when lunch is finished
- Supervise groups of children in the school grounds or internally depending on the weather. Promote suitable behaviour standards in line with school policy
- Work under the direction of the duty staff
- Show a duty of care and take appropriate action to comply with Safeguarding and Health & Safety requirements at all time
- Demonstrate and promote commitment to Equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

### **OTHER:**

- Participate in training and other learning activities as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory
- Safeguarding
- Undertake First Aid duty as required to support the Academy. Undertake regular First Aid training as required

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

## PERSON SPECIFICATION LUNCHTIME SUPERVISOR

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>APPLICATION FORM</b>	1. Completed application form		Application
<b>QUALIFICATIONS AND TRAINING</b>	2. Basic skills/induction 3. Willingness to participate in relevant training and development opportunities 4. Child Protection training 5. Hold or be willing to undertake a certificate in First Aid	6. Health & Safety training	Application
<b>EXPERIENCE</b>	7. Experience of dealing with children of a similar age	8. Experience of working in an Academy environment	Application
<b>SKILLS AND KNOWLEDGE</b>	9. The ability to relate well to children and adults 10. Good communication skills 11. Maintain Health & Safety standards at all times 12. Be able to maintain confidentiality 13. Good listening skills 14. The ability to manage behaviour of children in a	Knowledge of: 21. Child Protection 22. Health & Safety 23. Equal Opportunities and recognising the nature of the diverse Academy community	Application Interview



	<p>positive and supportive manner</p> <p>15. An understanding of hygiene and Health &amp; Safety requirements</p> <p>16. Have a flexible attitude to work</p> <p>17. work independently and use initiative, while being part of a team</p> <p>18. Work effectively within a team environment</p> <p>19. Build effective working relationships colleagues</p> <p>20. Promote a positive ethos</p>		
<b>PERSONAL AND PROFESSIONAL ATTRIBUTES</b>	<p>24. Good timekeeping</p> <p>25. High standards and expectations</p> <p>26. Friendly, approachable and professional manner</p> <p>27. To be reliable and responsible with a flexible approach to work</p>		Application Interview
<b>OTHER</b>	<p>28. Recommendation from both referees</p> <p>29. Fully enhanced DBS clearance with children's barred list check</p>	30. Strong recommendation	References Enhanced DBS certificate