



Northern
Lights
LEARNING TRUST

**LUNCHTIME SUPERVISOR AT
TILERY PRIMARY SCHOOL**

APPLICATION PACK



Northern Lights



We are a Multi-Academy Trust currently comprising 12 schools – primary and secondary – and over 4,600 children and young people in an area stretching from Teesside through to Wearside.



We are a Teaching School Hub, one of 87 DfE 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.



We provide Initial Teacher Training, a school-based learning opportunity where you will train in a highly personal, supportive and creative environment, with purpose and challenge at the heart of it all.

OUR SCHOOLS



Benedict Biscop CE Academy
Sunderland



Dame Dorothy Primary School
Sunderland



Firthmoor Primary School
Darlington



Grange Primary School
Hartlepool



Hart Primary School
Hartlepool



Holley Park Academy
Washington, Sunderland



Ian Ramsey CE Academy
Stockton-on-Tees



St Aidan's CE Academy
Darlington



St. Helen's Primary School
Hartlepool



St. Peter's Elwick CE Primary School,
Hartlepool



Tilery Primary School,
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 3 secondaries and 8 primaries across Wearside and Teesside, with our central offices based in Seaham. We educate over 4200 pupils and employ over 600 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 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 faithfully

Jo Heaton
Chief Executive Officer

Welcome from Judy Stanyard, the Headteacher



I am privileged to be Headteacher at Tilery Primary School and I would like to extend to you the warmest of welcomes as you consider applying for a position at our school.

Our school sits at the heart of our community and is a happy learning environment where children are encouraged and nurtured to flourish to the best of their abilities. At Tilery, we create a safe, happy and inclusive learning environment where all children grow and develop both academically and personally. We offer a broad and balanced curriculum, which provides rich experiences and exciting learning opportunities for all of our children.

We have a highly experienced and dedicated team of staff who are passionate about nurturing, supporting and encouraging pupils to achieve and be the best that they can be. We have over 300 children on roll from aged 2 – 11. In 2024, Ofsted graded Tilery as Good in all areas and stated that *'Pupils enjoy attending this caring, inclusive school'* and *'The school builds strong relationships with pupils and their families'*.

Every member of our staff plays an essential role in the day to day running of the school and each can positively impact the children in our care; and this post will be no different. You will play a vital role as part of our amazing team in ensuring the children in our care are safe and all families are supported.

Thank you for your interest in our school and we look forward to receiving your application.

Kind regards

Judy Stanyard
Headteacher

Lunchtime Supervisor

Permanent position required as soon as possible

Tilery Primary School

6.25 hours per week, Term Time Only

NJC SCP 3 - £25,583 FTE (Actual £3613.44)

Green Book Pay and Conditions

Lunchtime Supervisory assistants are valuable members of our staff team and we are seeking to increase our lunchtime team to support children in their play and to help with general supervision in the dining hall.

We wish to appoint a friendly, caring person, who like working with children, to join our experienced team of lunchtime supervisors. You will need to be enthusiastic, patient, well-organised and flexible. You must be able to communicate with children and adults well, show initiative and understand the importance of safety and safeguarding.

Do you...

- Demonstrate high expectations of yourself and others.
- Enjoy working collaboratively and innovatively
- Have the skills and knowledge to ensure the school is a safe environment
- Possess excellent organisational skills
- Have an understanding when dealing with children and adults
- Keep calm under pressure whilst maintaining confidentiality
- Have an enthusiasm which would allow you to be supportive of the Trust and school's ethos.

If so, we would really welcome your application.

In return you will receive:

- A supportive working environment that puts people at the heart of the organisation
- The opportunity to work as part of a growing Trust and shape this role
- Continuous professional development
- A range of Trust initiatives that improve wellbeing. Current initiatives include an annual wellbeing day.
- National Terms and Conditions of Employment
- Teachers' Pension Scheme/ Local Government Pension Scheme

Employee welfare and benefits package including:

- 24-hour GP access
- Nurse support service
- Mental health services, including stress management, mental health first aid training and bereavement support
- Free Flu vaccinations
- Counselling Services
- Physiotherapy
- Financial wellbeing coaching
- Maternity and Paternity support
- Menopause support
- Access to useful wellbeing resources
- Cycle to work scheme
- Lifestyle savings including discounts on shops, food and drink and days out

CLOSING DATE:

Applications must be received by: 12pm on Monday 27th April

Shortlisting will take place on: Tuesday 28th April

Interviews will take place on: Tuesday 5th May

HOW TO APPLY:

Applications should be submitted via email on Tilery@tileryprimary.org.uk or if you prefer you can submit through post to FAO Lisa Clark, Tilery Primary School, St Ann's Terrace, Stockton on Tees, TS18 2HU

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 us on 01642 673761

Details of the school can be found on the school website:

<https://www.tileryprimary.org.uk/>

JOB DESCRIPTION

Post: Lunchtime Supervisor

Responsible to: Line Manger and Headteacher

Responsible for: The supervision of pupils during lunchtime

Salary band: SCP3

Start date: As soon as possible

Purpose of Job

To provide lunchtime supervision to all pupils in School.

TASKS:

- Encourage positive behaviour within the school
- 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 school. 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
APPLICATION FORM	1. Completed Application form		Application
QUALIFICATIONS AND TRAINING	2. Basic Skills/induction 3. Willingness to participate in relevant training and development opportunities 4. Hold or willing to undertake a Certificate in First Aid	5. Health & Safety Training 6. Child Protection training	Application
EXPERIENCE	7. Experience of dealing with children of a similar age	8. Experience of working in a school environment	Application Interview References
SKILLS AND KNOWLEDGE	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 positive and supportive manner 15. An understanding of hygiene and Health & Safety requirements 16. Have a flexible attitude to work 17. Work independently and use initiative, while being part of a team	Knowledge of: 21. Child Protection 22. Health & Safety 23. Equal opportunities and recognising the nature of the diverse Academy community.	Application Interview

	18. Work effectively within a team environment 19. Build effective working relationships 20. Promote a positive ethos		
PERSONAL QUALITIES	24. Good timekeeping 25. High standards and expectations 26. Friendly, approachable manner 27. To be reliable and responsible with a flexible approach to work.		Application Interview References
OTHER	28. Satisfactory references (which will be requested for all candidates progressed to interview under safer recruitment practices) 29. Enhanced DBS with barred list check		References DBS certificate

References:

References will be requested prior to interview, unless there are exceptional circumstances, and the applicant does not give consent to do so on the application form. Please contact us to discuss further if you do not consent.

DBS:

Northern Lights Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Safeguarding:

Northern Lights Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. To fulfil this responsibility effectively, all professionals should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

Pre-employment occupational health:

Pre-employment occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required. In some circumstances, an appointment with Occupational Health may be required to assess fitness for the role.

Equal opportunities:

Northern Lights Learning Trust are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met.

Artificial Intelligence and Recruitment at Northern Lights Learning Trust

Northern Lights Learning Trust is committed to embracing innovation while maintaining fairness and integrity in our recruitment processes. We recognise that candidates may choose to use AI tools to support the preparation of their applications. While this is acceptable, we expect all submissions to reflect the applicant's own experiences, values, and suitability for the role and it is essential that AI is used appropriately.

AI must not be used to:

- provide misleading or false information at any stage of the application journey
- inflate or invent qualifications, skills or experience
- complete assessments as part of the recruitment process
- create generic responses and copy them into your application

If you have any questions about the use of AI in your recruitment process with us, please email:

hadmin@nlt.co.uk