



Lunchtime Supervisor

Wilton Primary Academy

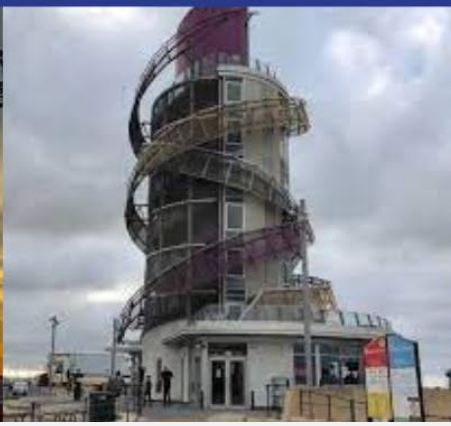
————— *'To transform children's life chances.'* —————

Job Ref: WPA310



**TEES VALLEY
EDUCATION**

www.teesvalleyeducation.co.uk



Introduction

Tees Valley Education's foundation and journey to date

Tees Valley Education Multi-Academy Trust (TVEd) was established in 2005, building on five years of successful collaboration between Brambles and Pennyman Primary Academies. This partnership laid the foundation for a trust committed to excellence in education and community impact. Later that year, Dormanstown joined the trust, further strengthening its reach and capabilities. In 2018, Wilton Primary Academy became part of the trust, marking another significant milestone in its growth.

That same year, TVEd proudly opened Discovery Special Academy, the first free school in Middlesbrough, providing tailored education to children with special educational needs. In August 2022, Discovery Special Academy transitioned into a state-of-the-art, purpose-designed building, enabling the expansion of its provision to include secondary-age children.

2025 is a milestone year for the Trust as it proudly marks its 10th anniversary. Over the past decade, the Trust has dedicated itself to fostering positive change and making a meaningful impact in the community. This special anniversary offers an opportunity to reflect on its achievements, celebrate the partnerships and support that have made them possible, and renew its commitment to building a brighter future. The Trust looks forward to continuing its journey towards leaving a 100-year legacy of innovation, growth, and service for generations to come.



Letter From Katrina Morley OBE

- Chief Executive Officer
Tees Valley Education Trust



Dear Applicant,

Thank you for expressing your interest in joining Tees Valley Education Trust.

At Tees Valley Education Trust, we hold a steadfast belief that excellence is a birthright. Every child, regardless of their circumstances, deserves access to a world-class education. Our academy Head Teachers operate in an atmosphere of trust, honesty, and integrity, underpinned by an unwavering commitment to excellence for all children and young people. As a Trust, we embrace a philosophy of “no excuses or barriers” in education, ensuring that every child has the opportunity to thrive.

Our academies are located in areas of significant deprivation, and we are passionately committed to the transformative power of education in changing lives. By joining us, you will become part of a brilliant and dedicated team. Across our Trust, all staff—regardless of role—work together with a shared vision: to transform children’s life chances.

We are equally committed to supporting our staff. At Tees Valley Education Trust, we ensure that our leaders and teachers have the time and resources to fulfill their professional duties and responsibilities. We offer a vibrant, supportive, and friendly atmosphere where you will be encouraged to develop both personally and professionally.

Enclosed with this recruitment pack, you will find the job advert, job description, person specification, safeguarding information, and guidance on how to apply. If you wish to apply, please ensure that you complete the application form in full. Kindly note that we do not accept curriculum vitae; only information provided in the application form will be considered.

Thank you once again for considering a position with Tees Valley Education Trust. We look forward to receiving your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Katrina Morley', written in a cursive style.

Katrina Morley OBE
Chief Executive Officer
Tees Valley Education Trust

Strategic Partners

The Trust is committed to excellence and innovation, we therefore, invest heavily in a range of strategic partnerships. These are designed to:

- Maximise progress and entitlement of all children and young people
- Support continuous staff development
- Offer community and social impact, at scale
- Collaborate with and engage in a range of research and learning partnerships
- Lobby, influence and contribute to regional and national policy
- Contribute to a 100-year legacy around the Trust USP's – SEND & Inclusion, The Arts and STEM



PTI



Schools
North East



SSAT



Teesside
University



Ambition
Institute



IQM

CHARTERED
COLLEGE OF
TEACHING

Chartered
College of
Teaching



Fair Education
Alliance



Apple



PIXL



Whole
Education



Forum
Strategy

View all [Strategic Partners here](#)

Mission & Values



Mission

Our mission is to deliver educational excellence for all of our children by fostering a culture of creativity, curiosity, care, courage and commitment.

Vision

'To transform children's life chances'



Diamond Standards



Commitment

To be dedicated, hard working and always try our best.



Courage

To be adventurous, bold and brave



Care

To be kind to ourselves, each other and our communities.



Curiosity

To be inquisitive, excited and explore.



Creativity

To use our talents to imagine, innovate and inspire.

TVEd Staff Charter



Complimentary refreshments for staff



Free annual flu vaccination available for all staff upon request



Trust and academy deadlines are publicised well in advance



Sensible pragmatic approach to data collections



Dedicated planning, preparation and assessment (PPA) for all teaching staff



Wellbeing service free for all staff including counselling, life style support and medical referrals



Dedicated space for teaching and learning



Open door policy



A range of staff social, sports and fun sessions including team celebrations



Opportunities for professional development through excellent CPD support



Constructive and research based approach to drop ins and lesson observations within a learning community



Communication policy to protect time outside of the academy



On site parking



End of term team celebration events



Diamond Standards to celebrate all staff who have excelled in one if not all of the SC's



Dedicated staff room and facilities



Always well informed with all elements of school life through regular communications



Staff are recognised for their over and above contribution they make in line with existing policies

ADVERTISEMENT

Lunchtime Supervisor

Status: Permanent

Required: ASAP

Salary: NJC POINT 2 - £23,656 per annum (**£2,752 actual salary**) = 5 hrs

Hours: 5.00 hours per week

Reporting to: Head of Academy

Academy: Wilton Primary Academy

About the Trust

The Trust was established in 2015 and provides education and enrichment activities to more than 1100 children across five Academies, located in Middlesbrough and Redcar and Cleveland local authority areas. Academies within the Trust are:

- Brambles Primary Academy (3 to 11 years),
- Discovery Special Academy (2 to 16 years),
- Dormanstown Primary Academy (3 to 11 years),
- Pennyman Primary Academy (3 to 11 years), and
- Wilton Primary Academy (3 to 11 years).

About the role we are looking to appoint:

Tees Valley Education wish to appoint enthusiastic, experienced and committed lunchtime supervisors. This position would be to work with children across the primary age ranges. The post will be situated at Wilton Primary Academy, Pasture Lane, Lazenby, TS 8DY.

Duties will include supervising children, both in the dining hall and playground, leading play activities and ensuring the safety, wellbeing, and good behaviour of all our children. Ideally, the successful candidates will have experience of working with children and young people.

In return, we can offer you the opportunity to join a successful academy within a well-established trust. Both the trust and academy have a strong inclusive ethos and an inherent drive for quality. Wilton Primary Academy is dedicated to delivering outstanding inclusive practice through a culture of co-production, experiential learning and growth, where parents and professionals work together to support the holistic development of the child. Our children are proud academy citizens, care for each other, are focused on learning and enjoy coming to school. We have an incredibly strong team and thrive on working together to improve access to education and outcomes for our children.

What we are looking for:

We are looking for people who have enthusiasm, commitment and dedication to children and young people.

What the Trust will provide the successful candidate with:

- A workplace where all staff are valued and treated with respect as outlined within the Trust's Diamond Standards
- A passionate, enthusiastic and supportive Leadership Team
- A listening and learning organisation where all staff are encouraged to be curious and share ideas for the Trust/academies/team to improve
- Hard working, committed and dedicated staff who strive to gain the best outcomes for all children across the Trust's academies
- Dedicated approach to children's learning to encourage them all to be the best they can be
- Career enhancement opportunities within areas of interest as well as supporting ongoing professional development and training specific to job role
- Dedicated line manager to discuss work streams and capacity
- Free access to the Trust's Wellbeing offer, which includes counselling, access to GP and Mindfulness
- Benefits of the Trust's Staff Charter which can be found at [TVED Staff Charter](#)

Safeguarding requirements for the role:

Tees Valley Education Multi Academy Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS check.

This post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all convictions, cautions and bind-overs, including those regarded as "spent" must be declared. The Trust's Recruitment of Ex-Offender policy can be requested or visit the Trust's website.

Applications are invited from prospective candidates who demonstrate that they can meet the essential criteria set out in the person specification and who have the vision, values and tenacity to join an outstanding team and help continue the journey towards excellence.

JOB DESCRIPTION

Lunchtime Supervisor

Job Title	Lunchtime Supervisor
Salary	£2,752.00 p.a.
Hours of work:	5.00 hours
Reporting to	Head of Academy

JOB PURPOSE

Applicants should be able to competently undertake the care, physical support, and supervision of children aged between 3 and 11 years old

Dinner Hall Responsibilities

- Ensuring good behaviour and calm atmosphere
- Behaviour management
- Support pupils, as appropriate, while they are eating their dinner.
- Being aware of pupils on special or restricted diets for medical reasons
- Assisting pupils with cutting up food, pouring liquids etc. where necessary
- Encouraging social skills and good table manners, ensuring safety with knives and forks
- Ensuring pupils tidy/clear up in a satisfactory manner
- Cleaning up spillages
- Supporting children with intimate care if needed
- Sharing responsibility with other lunchtime supervisors and/or teachers for the maintenance of order and discipline in the dining hall area
-

Outdoor Play

- Ensure pupils are adequately dressed for the weather conditions
- Direction of pupils to the playground and supervision of their activities and behaviour, ensuring their safety and wellbeing, providing emotional support where necessary
- Ensuring safe play in line with the academy policy by engaging in, and modelling, a range of play activities to motivate and enthuse pupils during their lunchtime.
- Preventing behaviour issues, being aware of changes in friendships, encouraging socialising, play etc.
- Behaviour management.
- Supervision and control of pupils inside the premises when they are not allowed outside due to bad weather

Ancillary

- Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the Academy's agreed procedures
- Supporting the academy with cleaning before and after lunchtime

Safeguarding Children

- Tees Valley Education is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks
- To follow the child protection procedures adopted by the academy

Personal skills and attributes

- Excellent interpersonal skills
- Can communicate effectively with both adults and children.
- Successfully supervise pupils, both in the dining hall and whilst playing on the yard.
- Have a good understanding of how to care for children.
- Demonstrate a proven track record of working successfully as part of a team.
- Flexible and adaptable, even under challenging situations
- Actively promote the ethos of the academy

General responsibilities

As a member of staff within the Trust, you are also expected to:

- Undertake any additional duties as could be reasonably required.
- Undertake additional training and other learning activities and performance development as required
- Develop familiarity with relevant legislation such as UK General Data Protection Regulation (UK GDPR) and Health and Safety at Work etc. Act 1974 to ensure the Trust is fully protected at all times.

HOW TO APPLY AND EXPLANATORY NOTES OF THE PROCESS

Application packs can be downloaded or printed directly from the Trust website **www.teesvalleyeducation.co.uk** or requested from the academy. Only applications via the Trust's official application form will be accepted. Please do not submit a CV as substitute for part or full application form, the information will not be accepted or considered.

If you are submitting your completed application form by e-mail to **TVEWilton@tved.org.uk** - please be aware the academy cannot be responsible for any formatting anomalies when printing. If you are unable to submit an electronic application form, handwritten or electronic printed copies should be posted or hand delivered to the following address for the attention of Mrs Sara Hood.

Wilton Primary Academy
Pasture Lane
Lazenby
TS6 8DY

Shortlisting Process

After the closing date, short listing will be conducted by a panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

Shortlisted candidates will receive:

- Letter confirming interview details.
- Details of original ID documentation required to confirm candidates. Photocopies or certified copies are not accepted.
- Criminal Record Self-Declaration Form, which must be brought on the day of the interview in the sealed envelope provided.

References for successful Candidate/s

We may seek references for shortlisted candidate/s and we may also approach previous employers for information to verify particular experience or qualifications before the interview. Any relevant issues arising from references will be taken up post interview.

Interview process

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check
- Verification of professional status such e.g. QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

Please contact the academy office on 01642 453374 for more details on the role. Once your application has been received, and if successful, we will contact you with an interview date.

Closing Date: Monday 10th February 2024 (12 noon).

Shortlisting: Tuesday 11th February 2024

Interviews: Friday 14th February 2024

EQUALITIES INFORMATION AND OBJECTIVES STATEMENT

As an academy we ensure that our vision, values and ethos meet the expectations of the equality and diversity guidelines, and legislation set out by the Equality and Human Rights Commission. This includes the following 9 protected characteristics:

1. Age
2. Disability
3. Gender Reassignment
4. Marriage and Civil Partnerships
5. Pregnancy and Maternity
6. Race
7. Religion or belief
8. Sex
9. Sexual Orientation

Objectives Statement

1. To support children's sensory, academic and communication skills to enable them to develop holistically.
2. To ensure high expectations across all aspects of the academy (as outlined in objective 1) to ensure children make the best progress according to their individual starting points.
3. To continue to monitor attendance of all groups of children in the academy.
4. To review levels of parental and pupil engagement in learning and academy life, across all activities and ensure equality and fairness in access and engagement.
5. To ensure the academy environment is as accessible as possible to pupils, staff and visitors.



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