

# GREENGATE LANE PRIMARY ACADEMY



Astrea Academy Trust  
INSPIRING BEYOND MEASURE

**Lunchtime Supervisor**

**CANDIDATE PACK**



GREENGATE LANE  
ACADEMY  
Astrea Academy Trust  
INSPIRING BEYOND MEASURE

Main Entrance

*Scholarship*

*Tenacity*

*Aspiration*

*Curiosity*

*Kindness*

# Open Letter from our Principal

Dear Candidate

Greengate Lane Academy is in the North of Sheffield in the High Green area of the city. We are a one form entry school and have 230 children on roll, ranging from three to eleven years. We are very proud of our children and their achievements which are based on aspiration and high expectations among all the staff, children and parents who work together to provide the best possible experiences and education.

We are a community-focussed academy that provides our pupils with the best possible start in life, and helps them acquire the skills, knowledge and ambition to be effective members of a changing society. To do this we work hard to develop not just their academic ability, but the skills and outlook required to be successful life-long learners.

We value collaboration and support with and from a number of sources. We work with the trust and other agencies to seek out best practice, based on research and to make it relevant to our school. We value staff development as a major keystone to enable the school to improve and progress. In short, we work hard and value the work we do. We know it makes a difference to our children and the community we serve.

As a prospective member of staff at Greengate Lane we hope that you feel you have something to bring to the school which will enhance our work and in return we will be able to support you in the next stage of your career.

You are welcome to visit the school, ask questions or discuss any aspect of our work.

**Kara Robinson**

**Principal at Greengate Lane Primary Academy**

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## We can offer you:

*Enthusiastic and caring children who are keen to learn.*

*An opportunity to be part of an inspiring team that plays a central role in the broad and diverse community it serves.*

*An opportunity to make a difference to the lives of the young people and families.*

*Commitment to your continuing professional learning and career development.*

*A hardworking team who are committed to promoting high achievement across the curriculum and school.*

*A good humoured, industrious, highly skilled and enthusiastic staff team.*

*Supportive and effective leadership.*

*Access to the Local Government Pension Scheme and our Employee Assistant Programme.*

*Astrea Academy Trust is fully committed to being diverse and inclusive workforce where together we can embrace each other's unique individuality, background and heritage. We believe that by reflecting and representing the communities and people we serve, we will better and further the life chances of our pupils.*

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# Job Description

**JOB TITLE:**  
Lunchtime Supervisor

**REPORTING TO:**  
David Coates

**SALARY RANGE:**  
£22,548 - £23,114 per annum full time equivalent salary

**ACTUAL SALARY IF PRO RATA:**  
£3,287 - £3,369 per annum

**CONTRACT TYPE:**  
Permanent

**WORKING PATTERN:**  
Part time – 6.25 hours per week, 39 weeks per year  
38 week term time plus 5 INSET days per year

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# Role Description

## Purpose

- The Lunchtime Supervisor is required to work as part of a team, building positive relationships with students.
- Supervising students on the school site during the lunchtime break, including the dining room and outdoor play areas.
- Lunchtime supervisors assist in securing the health, safety, and good conduct of students.
- Employees in this role will be involved in supervising activities, as well as helping to teach children the importance of positive eating habits and table manners.

## Key Responsibilities

- Promote positive student behaviour in line with school policies
- Interact with, and support students, according to individual needs and skills
- Lead or supervise safe, creative, and appropriate play opportunities for a range of age groups
- Maintain safe and fair use of school equipment and ensure children take care equipment
- Manage the planning of a wide range of creative and enjoyable activities, in conjunction with team members, and consultation with the children

- To fully support inclusive practice and ensure that all children can be involved in the activities offered if they wish
- Attend to first aid needs and record accordingly as stated by the school policy
- Follow the behaviour policy to ensure safe and harmonious play and liaise with other employees or parents as appropriate
- Supervise children in dining areas, promoting good dining habits and routines, ensuring all children understand expectations and responsibilities
- All employees are required to meet the expected level of performance necessary for undertaking their role, whilst demonstrating positive behaviours in line with Astrea Academy Trust Values
- Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all employees to share this commitment
- All employees are required to comply with all Astrea Academy Trust statutory and school policies and act in accordance with them as necessary
- All employees are required to demonstrate a continued commitment to professional development and undertake all relevant mandatory training associated with their role
- This list of key responsibilities is not intended to be exhaustive and is a general outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may vary

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal

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# Person Specification

## Skills

- Experience of working with children
- Understanding of safeguarding regulations
- Ability to communicate in an appropriate manner with children/adults
- Commitment to enhancing students' lunchtime experiences by encouraging play and social skills
- Ability to deal with challenging behaviour, use own initiative and cooperate with colleagues
- Willingness to play a part in the school community

**This is not exhaustive.**

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

Posts are subject to enhanced DBS checks.

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# About Astrea

Astrea is an ambitious, dynamic and young trust with a mission to tackle historic educational disadvantage and raise quality standards across all of our schools. Our academies are based across South Yorkshire and Cambridgeshire, often in areas or at schools which have experienced generationally poor educational opportunities. Our role is to change that. We have grown rapidly over the last four years and now educate around 14,000 students in 27 academies and settings. Whilst our educational outcomes have improved over the last 4 years, they are not yet as strong as we would like them to be, nor as strong as our students and communities deserve. With this in mind, we are entering a new period in our development. We are increasingly clear and specific about our vision for behaviour, curriculum and teaching quality.

## Key Characteristics of our academies:

- High aspirations, with a firm emphasis on academic attainment
- A knowledge-rich curriculum that develops a general knowledge of the world not simply for progression for the workplace, but for the love of the acquisition of knowledge
- A calm and purposeful learning environment built on mutual respect and centralised behaviour systems
- Outstanding pastoral care with the provision of specific trust delivered SEMH services where appropriate to the pupil
- Standardised reading and arithmetic catch-up programmes for pupils where this is relevant that are taught by specialists
- Active parental and community involvement
- A broad range of extra-curricular activities including sports, music, performing arts and academic clubs

## Objectives for pupils:

- Encourage all children to be confident, hard-working and ambitious, regardless of background
- Transmit a core body of knowledge to all pupils and the ability to think for themselves in order to be aware of the world around them
- To be active and thoughtful participants in their local community
- To be successful in achieving their qualifications at both GCSE and A Level

## A knowledge-rich education:

- By a knowledge-rich education we mean a rigorous and extensive, knowledge-based education that draws its material and methods from the best and most important work in both the humanities and the sciences.
- The aim of a core-knowledge education is not primarily to prepare pupils for a job or career, it is more to transform their minds so that they are able to make reasonable and astute judgments and engage fruitfully in conversation and debate – not just about contemporary issues, but also about the universal questions that have been troubling mankind throughout history.
- We want children to leave our schools with the confidence that comes from possessing an essential general knowledge. A knowledge-rich education should not confine itself to the Western canon, but should embrace other cultures and traditions. What that canon includes will be subject to review, but will always be closely connected to the history and the present nature of the society in which we live, including our international connections.

View the [Astrea 2025 Strategy here](#)

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Astrea Academy Trust are delighted to be part of such an important movement, which will ensure we have the guidance to challenge attitudes towards disability, tap into wider talent pools and help all individuals across the Trust fulfil their potential and realise their aspirations. As a Disability confident employer we have pledged to promote a culture that ensures there are no barriers to the development and progression of disabled staff.

### **Astrea Talent Programme**

*We believe that everyone has talent. At Astrea, we want your career to flourish, nurturing potential through the Astrea Talent Programme. This provides a defined career pathway, with associated personal and professional development way points and opportunities, funded by the Trust, wherever you start on the pathway. From apprentice to senior leader, we are devoted to growth and fulfilment. We want you to realise your ambition plus competence towards a brilliant education for all our pupils, giving them the opportunities they truly deserve.*



Here at Astrea Academy Trust we know that diversity fosters creativity and innovation. We are committed to developing and retaining a workforce that is representative of the diverse communities that we serve. We are committed to equality of opportunity, to being fair and inclusive and building our culture of belonging. We therefore particularly encourage applications from candidates who are likely to be underrepresented in Astrea's workforce. These include people from Black, Asian and minority ethnic backgrounds, disabled people, LGBTQI+people, and men.

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