



**Watererton**  
Academy Trust

# Application Pack

Lunchtime Supervisor



## Summary

<b>Job Title</b>	Lunchtime Supervisor
<b>Workplace</b>	Walton Primary Academy The Grove Walton Wakefield WF2 6LD
<b>Salary &amp; Grade</b>	Grade 2 actual salary £2,666 (FTE £23,656)
<b>Hours</b>	5 hours per week
<b>Reporting to</b>	Headteacher

Walton Primary Academy is a large primary school situated in the beautiful village of Walton on the outskirts of Wakefield, West Yorkshire. We are a very successful school, receiving a good Ofsted Report in 2022. At Walton, we pride ourselves on providing a happy, inclusive and caring setting. Our children have the opportunity to reach their full potential and to do so with a smile on their faces.

In September 2014 Walton Primary Academy became the inaugural school of Waterton Academy Trust. As a growing organisation consisting of infant, junior and primary schools Waterton Academy Trust's main aim is to ensure all children receive the education that they deserve, and Walton Primary Academy is very proud to be part of this.

We are currently seeking a Lunchtime Supervisor to join our friendly team. The main responsibility of the role will be to supervise pupils during their lunch break, ensuring the well-being and safety of all.

### The successful candidate will:

- Fully support the ethos of the school
- Be willing to participate with games and activities; both in and outdoors. These activities can vary on a daily basis so need to be tolerate of change
- Be a team player with good interpersonal skills
- Be patient, caring, understanding, positive and supportive
- Support pupils while they eat their lunch, making sure tables are clean and that water is available
- Ensure table manners are maintained
- Report accidents and complete the appropriate forms
- Ensure that school discipline & Child Protection policies are implemented
- Support the work of other Lunchtime Supervisors & school staff
- Respond well to delegation as required by the supervisor & senior members of staff

- Record inappropriate pupil behaviour and convey serious incidents to the senior leaders
- Maintain checks throughout the lunch break to ensure pupils are safe
- Have good communication skills
- Act as a positive role model

**In return, we can offer:**

- A friendly, welcoming school
- A supportive and forward thinking leadership team
- A great team of dedicated and committed staff
- An absolute commitment to safeguarding and promoting welfare and safety of staff and children
- A health and wellbeing package
- A cycle to work scheme
- An excellent pension package

## **Next Steps**

### **Further Details**

Interested candidates are welcome to visit Walton Primary Academy. In order to arrange a visit, or for further information about the post, please contact the school office on 01924 255960, or email [waltonschooloffice@watertonacademytrust.org](mailto:waltonschooloffice@watertonacademytrust.org)

### **To Apply**

Please submit applications via the below link:

<https://mynewterm.com/jobs/141282/EDV-2024-WPA-17643>

### **Selection Timeline**

Closing Date: Friday 10<sup>th</sup> January 2025 - midday

Shortlisting: Monday 13<sup>th</sup> January 2025

Interviews: Thursday 16<sup>th</sup> January 2025

Start Date: ASAP

## Dear Applicant

Thank you for your interest in the post of Lunchtime Supervisor at Walton Primary Academy. We hope that this pack provides you sufficient insight and information to decide if you have the right qualities, skills and experience to apply for the position.

Our Trust came in to being on the 1st September 2014. Our 13 primary, infant and junior schools are currently situated within the Wakefield and Barnsley areas and consist of well over 3000 pupils.

This is an exciting time for all concerned with the trust as we enter into a new phase of development. The reshaping of our focus and renewed drive for excellence will undoubtedly lead to improved opportunities and outcomes for all.

People are at the heart of our organisation. We invest heavily in our children, staff, Trustees and Governors, ensuring that we all benefit from being part of the Waterton family. We seek to create a fertile environment for growth, to share best practice, develop expertise, draw on local, national and international research, and form partnerships within and beyond the trust.

Working for Waterton you will have the opportunity to shape the lives of not only those in your care within your own school, but contribute to the wellbeing of all those in the Waterton family.

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Given the trust's ambitions for excellence, we are seeking to employ outstanding individuals to join our team. We require highly skilled professionals that can contribute to the development of our provision and support our academies in providing our children with the best possible learning experience. If this is you, then we would be delighted to hear from you.



A handwritten signature in black ink, appearing to read 'Dave Dickinson', with a long horizontal line extending to the right.

### **Dave Dickinson OBE**

Chief Executive Officer



## Dear candidate,

On behalf of the children, staff parents and governors here at Walton Primary Academy, I would like to thank you for expressing an interest in the role of Lunchtime Supervisor at our fantastic school. We are looking to recruit a hardworking and enthusiastic person to join our friendly staff team who will help to support and enhance the learning experiences of our children.

We place a huge emphasis on the inclusivity of our setting and great pride in the progress and attainment that all our learners make. This is based upon an understanding of the individual needs of children and offering them an exciting and experiential curriculum that both stimulates and challenges. We aim to develop skills and resilience that enable all to achieve in a culturally rich and diverse world. We place great value in empathy and understanding the endless possibilities that education can offer.

Walton is a bright and vibrant setting with children that reflect this. Attitudes are positive and friendly, and parents are supportive and approachable. We have high expectations and aspirations for all our children and in turn, we expect the same of ourselves.

Staff are well supported and our SLT and teaching team work closely with teaching support to provide effective and exciting teaching and learning opportunities. You will be joining a hardworking and dedicated team that help to create an engaging and vibrant school environment.

All staff at Walton Primary Academy are well supported in their continuous professional development and being part of Waterton Academy Trust allows us to access the highest quality training and support.

We hope that you will consider joining our happy, friendly and hard-working team here at Walton and we look forward to receiving your application.

**Mr C Thorpe**  
**Headteacher**



It's a school full of wonderful staff and wonderful children.

**School Support Staff**



## About our School

Walton Primary Academy is proud to be part of the Waterton Academy Trust, a group of like-minded schools with an ethos of creating vibrant and engaging environments where all pupils have the potential to shine.

Walton Primary Academy is a 1.5 form entry school in the village of Walton which is approximately 3.5 miles south east of the centre of Wakefield. Walton is a picturesque village with a strong sense of community. We are located on the boundary of Walton Hall, once the residence of Charles Waterton, the naturalist and explorer who lends his name to our trust.



We are very proud of our children and we place a huge emphasis on community and the role that parents play in the education of their children. At Walton Primary Academy we aim to provide all our learners with endless possibilities and a deep self-belief. We aim to facilitate opportunities that spark the imagination, making learning inspirational and relevant to the needs of every individual. As a school we aspire to ignite a passion for life-long learning and to develop great thinkers who embrace challenges. Our curriculum ensures that we promote curiosity, enthusiasm and independence. All of the above is based upon a bedrock of mutual respect, tolerance and empathy. We aim to promote children's roles in both the local and global community.

Our most recent Ofsted grading was good and the report stated that 'pupils are confident to share their ideas and justify their opinions' whilst 'leaders and teachers actively promote pupils' spiritual, moral, cultural and social development'. We pride ourselves in being an inclusive setting where everyone is welcomed and feels valued.

Our school motto at Walton is 'Moving Forward Together' and we do this on a daily basis with positivity and a happy smile.



Such well-mannered, smiley, and happy children.

**Sara**

**Assistant School Catering Manager**



Walton Primary is a lovely school, where you really are part of a team who are hardworking, caring & supportive to each other. Overall, it's a pleasure to work with such fabulous peers

School Office Staff

### Why Choose Walton?

At Walton, we place children at the centre of everything that we do

Staff are given excellent professional development opportunities and we ensure that their well-being is supported effectively

Governors, parents and the wider community all play a part in our success

We are able to call upon expertise from across the trust. Colleagues collaborate and share best practice through many network groups



Waterton Academy Trust, Centre For Excellence, Walton Primary Academy, The Grove, Wakefield, WF2 6LD

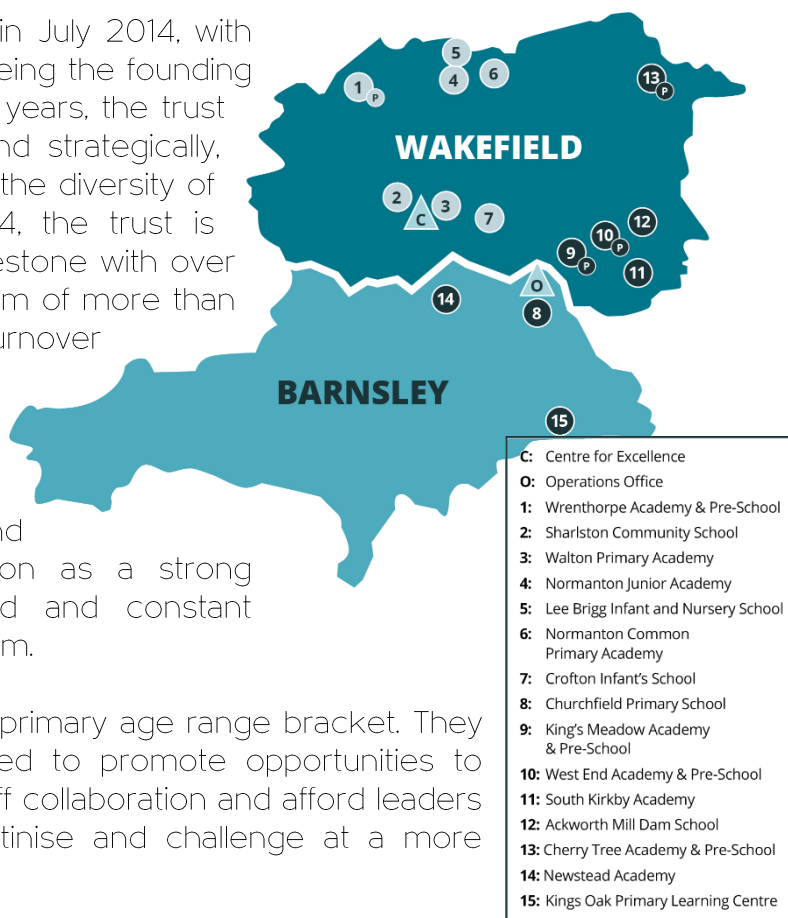
☎ 01924 240767 ✉ admin@watertonacademytrust.org 🌐 watertonacademytrust.org

## About Us

The Trust was established in July 2014, with Walton Primary Academy being the founding member. Over the last ten years, the trust has grown appropriately and strategically, not only in size, but also in the diversity of offer. By the end of 2024, the trust is projected to achieve a milestone with over 4,000 pupils enrolled, a team of more than 550 staff members, and a turnover in the region of £23million.

The trust operates across two key partnership areas, Barnsley, and Wakefield, and we believe is looked upon as a strong organisation and a valued and constant collaborator within the system.

All our schools fall into the primary age range bracket. They are geographically organised to promote opportunities to engage in hub activities, staff collaboration and afford leaders the ability to support, scrutinise and challenge at a more nuanced level.



An innovative approach to supporting our LA partners in Barnsley has resulted in the trust opening our first independent special academy in September 2023. Early indications are that these developments have been a great success, adding much needed capacity to the local offer and strengthening our relationships with LA partners.

In order to support our communities and ensure that our children get the best of starts to their education journeys, the trust has now opened four pre-school settings and has plans to open more in the coming years. We also have one new school in the process of joining the trust – Kings Oak Primary Learning Centre.



## Our Vision, Values and KPIs

The trust prides itself on its shared vision and values, and truly believes them to be embedded across the organisation. All schools interested in joining the trust are encouraged to examine the vision and values and ensure that they align with the ones that they hold.



## Our Pupils

The trust operates in some of the most underprivileged areas in the region, and indeed in the country. Some of our schools are situated in areas of high deprivation. As a trust we value and prioritise pupil voice, pupil health and well-being, as well as curriculum enrichment across the trust. By placing pupils' voices at the forefront of our work, we ensure that their unique perspectives, needs, and concerns are not only heard but also integrated into the decision-making process, fostering a sense of ownership and empowerment.

We provide a range of opportunities for children to participate in activities designed to enhance their experience of education in a Waterton school. This includes our elected Children's Parliament, who meet with the CEO and Headteachers to discuss their priorities for improvement. They received a letter of commendation from the former Prime Minister, Theresa May, for their outstanding work. Creativity is fostered through our arts network. Our roaming art gallery and our annual Waterton's Got Talent event offer all our schools the opportunity to showcase the work and talents of their pupils. This fosters creativity, and also engages parents and carers in celebrating the work of pupils across the trust. To promote healthy lifestyles, children are given multiple opportunities to compete in sporting events, including an annual gathering of all schools at our MATlympics event. Healthy lifestyles and nutrition are also promoted and encouraged through our Waterton Young Chef of the Year. Such experiences not only enrich our pupils' academic journeys but also contribute to their personal and social development.

Our aim is to ensure that every pupil in a Waterton school feels the benefit of being part of the trust, with their learning and experience of school being our number one priority. A snapshot of recent initiatives can be seen below.

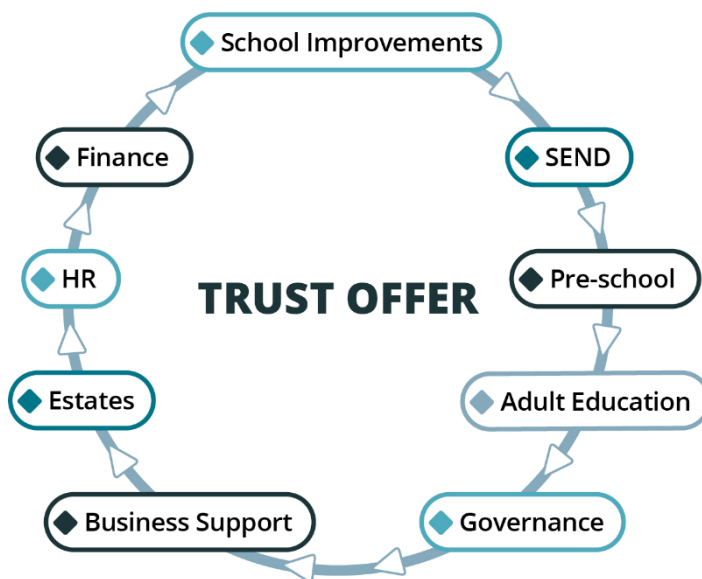
## Enrichment



## Trust Offer

As a trust, Waterton has statutory and ethical obligations in relation to supporting our academies, and we look to meet these through the delivery of our Trust Offer. The trust has invested significantly in creating a substantial central team, and it is through this team and key external partners that the trust offer is delivered.

To support its aims and meet its obligations, the trust provides each of its academies with access to the same trust offer. The offer is categorised into two main areas, the operations offer and educational offer. Access to the trust offer is an entitlement regardless of current Ofsted rating, financial position, size, or provision status. The level of support provided is tailored according to current need, however the entire offer remains accessible to all academies at all times.



At the heart of our offer is our commitment to ensure our academies can concentrate on their primary role of delivering outstanding teaching and learning through evidence-based practice. Our offer therefore looks wherever possible to drive school improvement through CPD, challenge and support, whilst simultaneously removing

the business-based burdens that prevent headteachers and senior leaders from being in the classroom or involved in school improvement work.

The trust offer provides a range of services delivered or procured centrally in order to provide our academies with the best possible value. Central support is provided in the key areas of Safeguarding, Governance, School Improvement, Finance, HR, IT, H&S, Estates Management and Data Protection. In addition, schools will have access to legal advice and marketing initiatives as required. The delivery of the core offer brings with it a cost that is incorporated into each academy's operational budget and is an integral part of not only the Waterton funding model, but more importantly the school improvement model.

**To read about impact in 2022-23, please read our annual report to stakeholders on the Trust website.**



## Our SEND Offer

We have made key developments in our SEND offer since the appointment of our Head of SEND and Inclusion.

Inclusion and inclusive practices have always been at the forefront of our approach but adding this post to our existing structure has ensured that a tight focus and continuous cycle of development drives us forwards.



The Head of SEND and Inclusion is responsible for ensuring that children across all our academies are effectively supported to ensure that they thrive and achieve their full potential. This includes ensuring that early identification of needs is in place and that high quality provision meets individual and group needs within this cycle. In addition to this workforce development across all levels is a key focus.

Our professional development networks ensure that collaboration is the key. We have partnered with key stakeholders within the field of SEND and Inclusion to support our development. Part of this approach is a package of development led by the Head of SEND and Inclusion and David Bartram OBE.



A key development in this approach has been our development of our specialist settings. This work has been advanced significantly by our Inclusion Manager who is based at Churchfield Primary school. Our first specialist SEN unit is based at this setting and has shaped the model for our specialist settings.

In September 2023 we opened Newstead Academy, our first specialist school. We are extremely proud of our work in this area and the high-quality offer that our pupils receive. We are keen to drive this forward even further through our constant cycle of evaluation, reflection, and improvements.

We have a keen interest in developing this offer wider to work with our partnership Local Authorities to offer placements for children who require the environment that our settings provide.

## Job Description – Lunchtime Supervisor

<b>Job Title</b>	Lunchtime Supervisor
<b>Reporting to</b>	Headteacher
<b>Grade</b>	Grade 2

<b>Key Job Purpose</b>	To assist with the supervision of pupils during lunch time periods.
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• To supervise children during meal breaks and to cut up food where appropriate.</li> <li>• To collect dinner tickets where necessary.</li> <li>• To supervise queues waiting to enter the dining areas.</li> <li>• To supervise children during meal breaks to ensure their welfare and safety is utmost and that good conduct is maintained at all times.</li> <li>• To supervise all areas both inside and outside where pupils congregate during lunch time.</li> <li>• To check that all pupils return to their classrooms.</li> <li>• To report all accidents to the Headteacher/ Class Teacher/ Senior Supervisor.</li> <li>• To ensure that persons on the premises who are not pupils are authorised.</li> <li>• To refer any cases of unacceptable behaviour to the Headteacher/ Senior Supervisory Assistant.</li> <li>• Supervise children when washing hands prior to the meal being eaten and assist children to put their coats on</li> <li>• Ensuring children’s plates are clean and neatly stacked away.</li> <li>• Cleaning up spillages within the dining area.</li> <li>• Attend to children who are ill during lunch time - as and when required.</li> <li>• Report any problems to Senior Supervisor/ Headteacher.</li> <li>• Other duties commensurate with the grade of the post as directed by the Headteacher.</li> </ul>
<b>Expectations of all employees</b>	<ul style="list-style-type: none"> <li>• Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person</li> </ul>

	<ul style="list-style-type: none"> <li>• Be aware of and support difference and ensure equal opportunities for all</li> <li>• Contribute to the overall ethos/work/aims of the school</li> <li>• Appreciate and support the role of other professionals</li> <li>• Attend and participate in relevant meetings as required</li> <li>• Participate in training and other learning activities and performance development as required</li> </ul>
<p><b>Additional information</b></p>	<p>The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.</p>
<p><b>Customers and Clients</b></p>	<p>Pupils at the school – looking after the welfare and discipline over the whole of the lunch break.</p>
<p><b>Working Conditions</b></p>	<p>The nature of the post may involve some ongoing physical effort for long periods e.g. standing or walking, awkward postures, pushing/pulling, lifting/carrying</p> <p>The post involves contact with people which through their circumstances or behaviour occasionally places emotional demands on post holder.</p> <p>Outdoor working conditions in dry weather &amp; indoor working conditions in wet weather.</p>
<p><b>Characteristics of the Post</b></p>	<p>Employees are encouraged to participate in training activities in order to enhance their own personal development.</p> <p>All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.</p> <p><b>The employment checks are required:</b></p> <ul style="list-style-type: none"> <li>• Evidence of entitlement to work in the UK</li> <li>• Evidence of essential qualifications</li> <li>• Two satisfactory references</li> <li>• Confirmation of medical fitness for employment</li> <li>• Registration with appropriate bodies (where applicable)</li> </ul> <p><b>The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:</b></p>

	Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.
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## Person Specification – Lunchtime Supervisor

AF: Application Form

OT: Occupational Task

CQ: Certificates/Qualifications

P: Presentation

I: Interview

R: Reference

Qualification	Essential	Desirable	Assessed
Support Work in Schools (S.W.I.S.) Level 2		X	AF/CQ
Level 2 Numeracy/ Literacy or willingness to work towards		X	AF/CQ
Knowledge and Understanding	Essential	Desirable	Assessed
Decision making when to intervene to prevent children injuring themselves or others	X		AF/I
When to refer cases of unruly behaviour to the Headteacher	X		AF/I
Willingness to participate in the development and training of pupils	X		AF/I
Basic Numeracy/ Literacy Skills	X		AF/I
Appropriate knowledge of First Aid	X		AF/I/CQ
Knowledge of basic hygiene procedures		X	AF/I/CQ
Personal Qualities	Essential	Desirable	Assessed
Communication skills	X		I
Team working skills	X		I
Supervisory skills	X		I
Caring skills	X		I
Very high levels of concentration & alertness required	X		I
Very high levels of emotional demands	X		I



## Next Steps

### Further Details

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Start Date: ASAP

Waterton Academy Trust is wholly committed to ensuring children and young people are fully supported and safe. We are dedicated to the safeguarding of all children and young people whilst promoting their welfare and expect all staff and volunteers to share this responsibility.

An enhanced DBS check is required for the successful candidate, this process is completed by an online third party company. The position is also subject to two satisfactory references. Shortlisted candidates will be asked to provide details of any unspent convictions and those that would not be filtered, prior to the date of interview.

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice.

***It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.***

We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on request.

Waterton Academy Trust is wholly committed in ensuring that all employees, future employees and applicants are treated equally regardless of age, disability, gender reassignment, marriage and civil partnership, maternity, race, religion and belief, sex and sexual orientation.