



**STOUR VALE
ACADEMY
TRUST**

LUNCHTIME SUPERVISOR

RECRUITMENT PACK

X 2 Lunchtime Supervisor

7.5 hours, Term-time only

Permanent

**Grade 2 – SCP 3 £4,096 pa
(pay award pending)**

We are seeking to appoint a highly motivated and compassionate Lunchtime Supervisor to join our established team to support children during the school lunch period and enhance the play experience during lunchtimes.

The successful candidate will work extremely closely our existing staff and the lunchtime manager to help children whilst they eat, support with cleaning after the lunch period and supervising pupils outside as well as managing play activities.

Stour Vale is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will carry out pre-appointment checks including DBS and will disqualify any applicant where we consider the outcomes to be unsatisfactory. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

We are equally committed to ensuring that no applicant will be disadvantaged or discriminated against because of their protected characteristics under the Equality Act 2010.

For an informal conversation to discuss the role, please contact:

Simone Chesney-Ly
Head Teacher
Newtown Primary School
Stour Vale Academy Trust
0121 557 8504

Closing date: 15th September 2025

Interviews: 18th September 2025

About Newtown Primary School

Newtown Primary School is a one form entry school which is graded as 'Good' by Ofsted in 2024 and has 211 pupils on roll. The school has been on a forward moving journey of improvement since joining Stour Vale Academy trust in April 2020. The school's Ofsted inspection in July 2024 has highlighted the continued improvements that have been taking place and identifies Newtown as a 'warm and welcoming school where Pupils benefit from the positive relationships that they have with other pupils and with staff, who care deeply for them.' If you feel you could join our team on this continued journey, then we would love to hear from you.

Our vision is to provide excellent education and wonderful childhood experiences for all our children. Children and staff feel safe to learn and flourish.

Newtown serves an established community; many parents and grandparents of current pupils also attended the school. The pupils at Newtown demonstrate an eagerness to learn. They are very proud of their school and enjoy welcoming visitors. Since academisation a significant work has been undertaken to improve and update the 1970s building, and has created a pleasant, modern learning and working environment for both pupils and staff. The school office has also undergone a full refurbishment and is a central point for parents, pupils and staff. Enabling every member of the school community to achieve our school values to become successful learners, responsible citizens and resilient individuals is our mission that we are committed to.

ABOUT STOUR VALE ACADEMY TRUST

Our multi-academy trust was founded in 2017 and developed from collaboration between schools, the significant positive impact of which convinced three schools, two secondary and one primary, that together we would have much greater capacity to continuously improve. Over time, Stour Vale has steadily grown. We began as a cross-phase multi-academy trust and as we have grown, both secondary and primary schools have joined us. There are currently thirteen member schools, six primary, one junior, one infant with day nursery and five secondary.

As a successful family of schools, delivering high-quality education for the communities we serve, Stour Vale values its diversity. Each school brings their own distinct character, community, history and identity. We celebrate the uniqueness of member schools, recognising that there is a great deal to learn from education in different contexts. This is also the reason why we remain outward-looking, committed to learning from research and excellent practice across the education system.



OUR VISION AND VALUES

Stour Vale Academy Trust holds children and young people at the heart of all that we do. We recognise that as a multi-academy trust we exist in order to advance education for the public good. Our mission, therefore, is to improve life opportunities for children and young people by both providing the best possible education and care to pupils in Stour Vale member schools and by having a positive impact across the wider education system. Our values are encapsulated in four words:

OUR VALUES



INTEGRITY

By always acting with integrity we will deploy our resources appropriately to provide the very best education and care for pupils. This approach will enable us to recruit and retain the best staff who share our values.

We recognise our responsibility to support and challenge member schools to have a positive impact on the lives of children and young people, our communities and the wider educational system.

RESPECT

We are committed to treating everyone with respect and promoting equality.

Stour Vale member schools are safe and inclusive schools. We value and celebrate the diversity of pupils, colleagues and the communities we serve. We believe that developing pupils' character and their own commitment to treating others with respect must sit alongside the pursuit of academic excellence.

COLLABORATION

Stour Vale Academy Trust exists because we believe that effective collaboration has a positive impact on the life opportunities of children and young people.

We believe that working collaboratively together we have much greater capacity to realise continuous improvement in all member schools. Therefore, we seek to actively promote positive, impactful collaboration, most often with school-based staff taking the lead.

EXCELLENCE

We are committed to constantly pursuing excellence and improving all aspects of our work as a trust.

Excellence in teaching and learning, curriculum and character development is our primary focus. This will be achieved by realising our ambition to provide top-level professional learning for all colleagues, developing leadership in every role and providing exceptional back-office services such as HR and finance.

[SVAT.ORG.UK](https://svat.org.uk)

We describe our shared approach to school improvement as 'secure autonomy'. Headteachers, with school leadership teams and staff, have autonomy to lead school improvement in their own schools, responsively and in collaboration with others within and beyond our trust. We believe that this approach enables us to grow, attract and retain excellent school leaders and to develop the most innovative and impactful school improvement strategies. We recognise that this autonomy must be secured within the structure of the multi-academy trust, and our model of challenge and support for impact, underpinned by our shared values, ensures sustained school

improvement and a sharp focus on outcomes for pupils. This in turn realises our ambition that **Stour Vale** member schools will **create the difference together**.





JOB DESCRIPTION

Job Title: Lunchtime Supervisor

Responsible to: Lunchtime Manager/ Head Teacher

Main Tasks:

The duties of a Lunchtime Supervisor involve the safe supervision of pupils during the lunch period and would normally include the following: -

- 1.** Supervising and encouraging washing of hands prior to entering the Dining Hall.
- 2.** Management and supervision of children queuing for lunch.
- 3.** Supervising pupils when eating meals and assisting pupils with opening packets etc particularly younger children or children with SEND.
- 4.** Ensuring crockery, cutlery, trays, leftovers and refuse are returned by the pupils to the relevant collection and disposal points.
- 5.** Dealing with any accidents, spillages [including all body fluids types] ensuring that these do not cause a safety hazard to pupils or other staff.
- 6.** Managing behaviour of pupils, in line with school policy, in the playground and indoors when the weather is inclement, as directed by the Lunchtime Manager.
- 7.** Ensuring children remain outside during lunch time unless directed otherwise..
- 8.** Interact with children monitoring any groups of children that require redirection or support fully engage in their play.
- 9.** Report serious misdemeanours to the Lunchtime Manager in line with school policies.
- 10.** Undertaking any appropriate training commensurate with the post of supervisory assistant.
- 11.** Any other related duty, as directed by your Supervisor.

PERSON SPECIFICATION

Job Title: Lunchtime Supervisor

Responsible to: Lunchtime Manager / Head Teacher

Experience

Practical supervisory experience with children.

Experience of pupils with learning difficulties and challenging behaviour.

Qualifications / Training

Willing to undergo appropriate training.

Personal qualities and attributes

Tolerant.

Able to work unsupervised.

Discreet.

Ability to promote positive behaviour.

Able to act on own initiative.

Able to initiate games.

Able to deal with emergencies calmly.

Able to communicate effectively with pupils and staff.

Able to manage other adults Organisational skills with children working indoors in inclement weather.

Able to maintain confidentiality.

Reliable.

Be aware of and apply the school's health and safety practices and procedures.



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CONTACT US

For informal talks please contact:

Simone Chesney-Ly

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Stour Vale Academy Trust

Telephone: 0121 557 8504

Please visit our website: <http://www.svat.org.uk/>