

Eldon Grove
ACADEMY



Lunchtime Supervisor

CANDIDATE INFORMATION PACK



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Role Overview



Required: As soon as possible

Hours: 7.5 hours per week

Working pattern: Term time only

Salary: £24,796

Actual salary: £4230 -£4327

Contract: Permanent

About the Role

We are looking to appoint a positive, caring and enthusiastic Lunchtime Supervisor to join the team at Eldon Grove Academy.

This is an important role within our school. Lunchtime should be a safe, happy and positive part of every child's day, and our Lunchtime Supervisors play a key part in making that happen.

Working as part of the wider school team, you will supervise pupils during the midday break, supporting them in the dining areas, playground and other indoor and outdoor spaces. You will help pupils to follow the school's expectations for behaviour, encourage positive play and relationships, and ensure that children's health, safety, welfare and safeguarding remain at the heart of lunchtime provision.

The role includes supporting lunchtime activities, helping to set out and store equipment, dealing appropriately with minor first aid and welfare matters, reporting incidents and helping to maintain clean and orderly dining spaces. You will work closely with colleagues, following agreed routines and rotas while also being ready to respond appropriately to the needs of children as they arise.

Role

Overview



We Are Looking for Someone Who:

- Enjoys working with children and helping them have a safe, positive lunchtime.
- Builds warm, respectful relationships with pupils and colleagues.
- Communicates clearly and confidently with children and adults.
- Works well as part of a team and uses their own initiative.
- Understands the importance of safeguarding, wellbeing and positive behaviour.
- Encourages children to play, participate and include others.
- Responds calmly and appropriately to situations as they arise.
- Is patient, positive, reliable and consistent.
- Is flexible and comfortable working both indoors and outdoors.
- Shows a strong commitment to inclusion, equality and high standards.

What We Can Offer

At Eldon Grove Academy, you will join a supportive team committed to making a positive difference for every child.

We can offer:

- A welcoming and supportive school team.
- A rewarding role supporting children's wellbeing and development.
- Clear expectations and support in your role.
- Opportunities for training and professional development.
- A strong commitment to inclusion, equality and safeguarding.
- The opportunity to contribute to the wider life of the school.

Role Overview



Safeguarding and Equality

Eldon Grove Academy and Extol Trust are committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to the Trust's safer recruitment procedures. This post is exempt from the Rehabilitation of Offenders Act 1974 (as amended) and is subject to an appropriate Enhanced Disclosure and Barring Service (DBS) check.

As a Disability Confident employer, we are committed to equality of opportunity and to making reasonable adjustments for disabled applicants where required.

Applicants must also have the ability to fulfil all spoken aspects of the role with confidence through the medium of English.

Eldon Grove Academy

Vision & Ethos

Potential is our Passion

At Eldon Grove Academy, we believe that every child can succeed. Our ambition is to create a safe, inclusive and engaging school in which every child is known, valued and inspired to flourish.

We are proud to be more than a school; we are a community. We want our children to be proud of where they come from while developing the knowledge, confidence and ambition to embrace the opportunities ahead of them. Through high expectations, strong relationships and a nurturing environment, we help our pupils to **aspire, believe and achieve**.

Aspire. Believe. Achieve.

Our children deserve the very best. We combine high expectations with the care, encouragement and support children need to succeed. We believe that background or circumstance should never become a barrier to achievement and that every pupil deserves access to rich opportunities and an excellent education.

Our curriculum is designed to broaden horizons, help children understand their place in the world and provide opportunities for success throughout their learning. Alongside academic achievement, we place great importance on developing confident, resilient and compassionate young people who are prepared for their next stage of education and for life beyond school.



We are **ambitious** for every child. We believe in the **limitless potential** of young people and in the power of education to transform lives, strengthen communities and create a **better future** for all.



Ambition

Opening minds.
Building futures.
Changing lives.

The Values We Live By

Eldon Grove
ACADEMY



Pride

We take pride in ourselves, our work, our school and our community.

We encourage children to recognise their achievements and strive to produce their very best.



Reflection

We think carefully about our learning, our choices and how we can improve.

We want children and adults to see feedback as an opportunity to grow.



Resilience

We do not expect learning always to be easy.

We encourage our children to persevere, respond positively to challenge and develop the confidence to keep going.



Curiosity

We want children to ask questions, explore ideas and develop a genuine love of learning.

Our curriculum seeks to broaden horizons and help pupils understand the world beyond their immediate experience.



Risk Taking

We encourage children to have the confidence to try, to contribute and to tackle new challenges.

Making mistakes is part of learning, and our adults create environments in which children feel safe to have a go.



What This Means for Our Staff

Our ethos applies just as strongly to adults as it does to children. We expect colleagues to have high expectations, a positive attitude and an unwavering belief in children's potential. Adults are role models: through their relationships, language and actions, they demonstrate the resilience, curiosity and attitudes to learning that we seek to develop in our pupils.

Working at Eldon Grove means being part of a team that puts children first. We value colleagues who are ambitious for our pupils, reflective about their own practice, willing to learn and committed to working in partnership with children, families and one another.

Above all, we want every child who comes through our doors to know that they **belong**, to believe that they **can achieve**, and to leave Eldon Grove equipped with the confidence and character to make a **positive contribution** to the world around them.



Mr. Christian Park
Executive Headteacher



Mr. Liam Muir
Head of School

Extol Trust: Investing in Our People

We know that **outstanding education** is delivered by **outstanding people**.

That is why Extol places significant importance on its workforce.

We champion **research-informed and evidence-based** practice, invest in continuous **professional development** and want colleagues at every level to feel empowered, supported and continually developing their knowledge and expertise.



Stronger Together

Being part of Extol means being part of something bigger than one school. Our colleagues have opportunities to **collaborate, learn from one another and draw upon expertise** from across the Trust.



Support That Makes a Difference

Behind our schools sits a strong central infrastructure designed to provide stability and effective support, enabling school leaders and their teams to concentrate their energy where it matters most: **our children and their classrooms**.



Growing with Purpose

Extol continues to grow with purpose, but our ambition remains straightforward: **excellent schools, exceptional people and better opportunities for children**.

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Together, we **inspire**.
Together, we **strive for excellence**.
Together, we **make a difference**.

We are proud of the impact our schools make every day and excited about the future we are building together.

Thank you for considering a career with Extol Trust.

We look forward to welcoming you.

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Craig Nicholson

Chief Executive Officer

As an Extol Trust employee, you also have access to:



Occupational Health & wellbeing support

Professional support to help colleagues maintain their health and wellbeing at work.



Shared Cost AVC scheme through My Money Matters

An opportunity for eligible employees to make additional pension provision through a Shared Cost Additional Voluntary Contribution arrangement.



LGPS pension scheme

Access for eligible employees to the Local Government Pension Scheme, providing valuable pension and retirement benefits.



On-the-job CPD and career development

Ongoing opportunities to develop professionally, strengthen expertise and progress your career.



Physiotherapy services

Access to physiotherapy support to help with musculoskeletal health, recovery and wellbeing.



Financial wellbeing coaching

Support and guidance designed to help colleagues understand and manage their finances and improve financial wellbeing.



Menopause support

Dedicated support for colleagues experiencing the menopause, helping to promote wellbeing and an inclusive, supportive workplace.

How to apply

We would love to hear from you!

Thank you for your interest in joining Eldon Grove Academy and Extol Trust.

We are looking for colleagues who share our ambition for children, believe in high expectations and want to make a genuine difference. If that sounds like you, we encourage you to apply.

Making Your Application

Please complete the application form provided with this recruitment pack. The full Job Description and Person Specification should be read carefully before completing your application.

Your application should clearly demonstrate how your experience, knowledge, skills and personal qualities meet the requirements of the role. Please provide specific examples where appropriate.

Recruitment Timeline

- Closing date: 1st October
- Shortlisting: 1st October
- Interviews: 6th October

Shortlisted candidates will be contacted with further information about the interview and selection process.

Your Information

Information provided as part of the recruitment process will be handled securely and in accordance with applicable UK data protection legislation. Further information about how we process applicant information is available within our recruitment privacy information.



Contact Information



Our Phone
01429 273895



Our Website
www.eldongroveacademy.co.uk



Our Location
**Eldon Grove Academy, Eldon Grove,
Hartlepool, TS26 9LY**



Our Email
admin@eldongroveacademy.co.uk