Job Advert

Required:	January 2027
Contract Type:	Permanent
Salary:	£25,614 pro rata (actual salary £3,642)
Hours:	6.25 hours per week, Monday to Friday, Term Time Only
Location:	St Augustine's Catholic Primary School, Gunnergate Lane, Coulby Newham, Middlesbrough, TS8 0TE

St Augustine's Catholic Primary School is proud to be part of the Nicholas Postgate Catholic Academy Trust (NPCAT), a family of 38 schools that offers excellent opportunities for collaboration, support and professional growth.

We are a welcoming and caring school where children are known as individuals and nurtured to flourish. The school provides a strong sense of community and ambitious learning where pupils take pride in their achievements. Parents describe St Augustine's as 'a wonderful school where the children are nurtured and feel part of a family'.

We are looking to recruit a Lunchtime Supervisor to join our current team in securing the safety and welfare of children over the lunch period. The successful applicant will be responsible for the care and well-being of pupils, organising suitable play activities and developing good personal and social skills during lunchtime. Previous experience is not necessary but you will need to be a good role model to the children, be reliable and committed and have the necessary skills and qualities for the role.

The successful candidate should:

- Have an enthusiastic and positive personality
- Have strong strategies for promoting positive behaviour
- Be an effective communicator and work well as part of a team
- Be able to encourage and assist pupils to eat their lunch, providing special attention for those with additional needs, including dietary requirements
- Be confident when leading physical activities and have strategies to include all children
- Have a strong commitment to the school and follow the staff code of conduct
- Be able to support the personal, social and emotional development of the children
- Be able to maintain the highest standards of confidentiality

We can offer you:

- A warm and friendly school with dedicated, supportive staff, parents and governors
- Friendly, positive and well-behaved children who enjoy learning and achieving success
- An inclusive school with a warm, nurturing Catholic ethos

- A strong sense of community through close partnership with families, the parish and wider community.

Visits to the school are very welcome and strongly encouraged. Please call 01642 599001 or email the school at enquiries@staugustines.npcat.org.uk to arrange a visit or for further information.

Closing date: Friday 27th November 2026 at 9am
Interview: To be confirmed

Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

Post title: Lunchtime Supervisor

Grade: A SCP 3

Job Purpose

To supervise pupils who remain on the school premises during midday break, ensuring that the children eat meals safely and behave appropriately.

Main Duties & Responsibilities

- Escort pupils to and from the dining area, as necessary.
- Ensure that pupils having a school lunch are in the dining hall at the correct time.
- Help younger pupils at the servery counter with the proper use of cutlery, and help them cut up their food when necessary.
- Assist pupils with the return of used plates, trays, cutlery and beakers, and with the cleaning of tables when lunch is finished.
- Supervise pupils eating food brought from home, and ensure that all packed-lunch equipment is cleared away after use.
- Report to senior members of staff any child whose diet may give rise for concern.
- Take charge of groups of children in the playground or the classroom.
- Devise and initiate constructive play opportunities for children when required.
- Ensure that children remain within a safe environment, and that they play safely.
- Set suitable behaviour standards in line with school policy.
- Help children acquire social skills.
- Attend to minor accidents sustained during the midday break, and seek appropriate assistance if necessary.
- Attend to any pupil who becomes ill during the midday break, and again seek appropriate assistance.
- Report to senior members of staff any acts that constitute serious infringements of school rules.
- Liaise effectively and professionally with staff, teachers and parents, as required.
- Attend training, as required.

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Headteacher/Line Manager may determine

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

Person Specification

Stage	Essential		Desirable	
Qualifications & Education			D1	Current First Aid qualification
Experience & Knowledge	E1 E2	Supervising children as a parent or carer Managing the behaviour of groups of children	D2 D3 D4	Working with groups of children on a voluntary or paid basis Child development and social interaction The value of constructive play opportunities
Skills & Abilities	E3 E4 E5 E6 E7 E8 E9 E10	Work effectively as part of a group and individually Inspire trust and confidence in children Encourage high standards of pupil behaviour at all times Liaise with parents in a professional manner Observe the boundaries of the role, and respect confidential information Initiate games and activities appropriate to the age of the children Relate to children on their level Remain calm in a crisis	D5 D6 D7 D8	Communicate effectively (both orally and in writing) to an appropriate standard Recognise behaviour giving cause for concern, and inform teaching staff Teach play activities to other Lunch Supervisors Examine systems critically, and suggest ways of improving efficiency
Personal Attributes	E11	Creative, Empathetic, Organised Patient, Resourceful, Tolerant		
Special Requirements	E12 E13	An understanding of safeguarding and child protection requirements An understanding of the Catholic ethos of NPCAT		