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:	Sacred Heart Catholic Primary School, Ayresome Street, Middlesbrough, TS1 4NP

Sacred Heart Catholic Primary School is looking to recruit a Lunchtime Supervisor to join our current team in securing the safety and welfare of children during lunchtime. 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.

Sacred Heart Catholic Primary School is part of Nicholas Postgate Catholic Academy Trust, a family of 32 primary schools, and 6 secondary schools. With 12,300 pupils and 1,500 plus staff, the Trust is now one of the largest Catholic Multi Academy Trust in the UK.

Previous experience is not necessary but you will need to be a good role model to the children and be reliable and committed.

The successful candidate should:

- Embrace and uphold the vision and ethos of our Catholic school;
- Be a good role model
- Monitor the behaviour of pupils and to have the highest regard for pupil safety and well-being
- Have high expectations of pupil behaviour
- Be able to communicate sensitively
- Encourage and assist pupils to eat their lunch, providing special attention for those with additional needs, including dietary requirements
- Lead on playground games and activities, encouraging socialising and play.

We can offer:

- Fantastic pupils and a strong Catholic ethos
- A welcoming work environment
- A Leadership Team, Staff and Governors who are dedicated, talented and highly motivated
- A commitment to professional and personal development
- The opportunity to work with and learn from other establishments in partnership with our Trust schools in NPCAT

Visits to the school are very welcome and strongly encouraged. Please call the school on 01642 806083 to arrange an appointment or for more information.

Closing date: Friday 4th December 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		