



Enquire Learning Trust Application Pack

Lunchtime Supervisor

Reference Number: ELTSEP2628

Oakdene Primary Academy

Halidon Way

Billingham

Stockton-On-Tees

TS23 3NS

Tel: 01642 560768

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The Enquire Learning Trust

We are a multi-academy trust currently responsible for 32 academies in four clusters across the North of England; North East Lincolnshire, Hull, Manchester, Teesside and North Yorkshire.

We work in complete collaboration with each of our academies and place a strong emphasis on school-to-school support and learning. Our academies work in collaboration with one another, sharing both their talent and ideas with others, giving employees the opportunity to learn from individuals within our other academies.

We recognise that the most important assets we have are our employees, and for our academies to succeed we need to ensure we employ the very best people in every single role. Our core values and beliefs are consistent throughout all of our academies, and our keys to success are at the heart of everything we do.

Every role across the Trust is valued, appreciated and purposeful. We believe that the outcome of every role across the Trust should improve the education each of our learners receive. Whether teaching, support or leadership, every single role is vital to the success of our academies.

We also recognise that all of our academies are different, and we encourage individuality. Whilst we believe our academies should work together to support best practice and to share ideas, we don't believe that implementing blanket priorities and objectives is pertinent to a successful academy, and we encourage autonomy for academy leaders wherever possible.

Values

- We believe that all learners can be powerful learners given access to extraordinary learning experiences. We want children and the academies they attend to be confident, successful and ambitious.
- We envisage a Trust where well led, highly skilled and committed professionals collaborate, learn and innovate together to ensure that all academies are successful and where all learners have access to effective and innovative provision that meets their needs and aspirations.
- We want to add value to achievement and raise standards. We also want to change lives. We know this requires our provision and our practice to be world-class – because of the distance we have to travel, we understand that good will not be good enough and that we need to develop a shared appreciation of excellence and then strive to enact this every day.

- We take learning seriously and work together to create a vibrant culture in which this can happen. We know that it's what we do that counts and that our thinking must be visible in classrooms if it is to have leverage. Children are at the forefront of all that we do and aspire to do. We take serious steps to engage them, to hear their voice in authentic ways and then to use their insight and expertise to develop radical pedagogies that tap into their passions and interests and use the potential of emergent technologies.

The Enquire Learning Trust is committed to promoting sustainability and environmental responsibility across all academies, in line with the DfE (Department for Education) Sustainability and Climate Change Strategy. We care deeply about creating school environments that positively contribute to the communities we serve. Our approach includes driving progress towards net zero carbon emissions, protecting biodiversity, and equipping our children with the knowledge and skills to build a sustainable future.

Oakdene Primary Academy



Our Vision

Oakdene is a place where we:

- Transform the life-chances of our children by focussing on the higher levels of academic, sporting and artistic achievement, as everyone strives to be the best they can be.
- Extend learning beyond the school gates, to embrace the outdoors and wider community.
- Create confident, reflective and playful learners, filled with their own sense of purpose and self-belief.
- Capture the imagination of young minds where everyone shines with possibility.
- Embed a rights respecting culture where everyone has respect for people from different backgrounds and cultures, for society and the natural world.
- Sense everyone's pride in themselves, each other and our school.

At Oakdene Primary Academy, we believe that every child is a unique individual with limitless potential. Our mission is simple yet powerful: to nurture curious minds, build strong foundations, and prepare children for a successful life beyond primary school.

From the very first day, our children are immersed in a rich, aspirational curriculum that not only meets but exceeds expectations across all subjects and key stages. We understand the challenges many of our pupils face, and we are unwavering in our commitment to overcoming social disadvantage through education. Every child—regardless of background, need, or ability—deserves to be literate, numerate, and confident in their learning journey.

Reading is at the heart of everything we do. We know that strong literacy skills open doors to opportunity, so we prioritise reading from the very start. Our targeted support ensures that no child is left behind, and our enriching experiences help struggling readers catch up quickly and thrive.

But academic success is only part of the story. At Oakdene, we place equal importance on personal development. Our values-driven approach fosters responsibility, resilience, and respect. Children learn to build healthy relationships, understand their place in the world, and celebrate the diversity of others. British Values and equality are not just taught—they are lived every day.

Our most recent Ofsted inspection in 2024 recognised our unwavering dedication, grading us *Outstanding in all areas* once again. This is a testament to the passion of our staff, the strength of our curriculum, and the joy of our learners.

Join our team at Oakdene Primary Academy - where curiosity is celebrated, potential is unlocked, and futures are inspired.

EAP Programme



The Trust offers a plan through Health Assured which provides access to valuable health and wellbeing services.

Key Features:

- Unlimited access to 24/7 confidential telephone helpline
- Up to 10 sessions of face to face, telephone and online counselling
- Access to the portal and wisdom app
- Coverage for spouse/partner and dependants
- Medical information line including articles, webinars and podcasts
- Menopause Support access to other resources such as 'Menopause Matters'
- Access to Perks and Discounts
- Online and mobile access, anywhere and anytime
- Self-help guides, mood and wellness trackers

Job Title: Lunchtime Supervisor
Reference Number: ELTSEP2628

Working Hours: 5 hours per week
Working Weeks: Term-time only (38 weeks per year)
Salary Scale Range: NJC SCP 3
Contract Type: Permanent
Start Date: November 2026
Location: Oakdene Primary Academy, Halidon Way, Billingham, TS23 3NS

About us

The successful candidate will become part of a vibrant, supportive, and ambitious school community.

Oakdene Primary Academy is an exceptional place to work and as part of the Enquire Learning Trust, we offer excellent professional development opportunities and effective working partnerships between our schools.

Oakdene offers visionary and dynamic leadership that empowers staff; access to high-quality CPD and professional growth opportunities; a stimulating, well-resourced indoor and outdoor learning environment; a strong sense of community and a warm, welcoming atmosphere; experienced and skilled colleagues who work collaboratively; and delightful, enthusiastic children and supportive parents and governors.

About the role

Oakdene Primary Academy are seeking to appoint a Lunchtime Supervisor to support lunch times. You will ensure that all our children have meaningful lunchtime play every day. You will work as a member of the Lunchtime Supervisory Team to create a safe and stimulating outdoor environment providing social, active and creative play experiences for all. This team are also responsible for ensuring all our children have a pleasant eating experience at lunchtime, whilst maximising the time they can spend outside playing.

What we are looking for

We are seeking to appoint a motivated, enthusiastic and energetic individual who

- Is kind, caring, nurturing and approachable.
- Ideally has experience of working with children.
- Can facilitate play opportunities
- Can offer care, support, and advice for children during lunchtime.
- Has, or is willing to complete, First Aid training.

What we can offer

Membership of Tyne and Wear Pension Fund (in partnership with Teesside Pension Fund)

Opportunities for development and progression

Employee Assistance Programme provided by Health Assured

Cycle to Work Scheme

Lifestyle savings

Working arrangements

Monday to Friday – 12.00 – 1.00pm

For more information, please contact

Mrs Lee Martin, Academy Business Manager - 01642 560768 or l.martin@oakdenepriamary.org.uk

How to apply

You can apply for this position by visiting [The Enquire Learning Trust](#)

Closing date and time: Friday 9 October 2026 at 12 noon

Interview Date: Tuesday 13 October 2026

DBS/Safeguarding Statement

The Enquire Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. As this post involves access to children or vulnerable adults, the successful applicant will be required to obtain an **Enhanced Disclosure from the DBS**

Job Description

Job Title **Lunchtime Supervisor**

Location/Base **Oakdene Primary Academy, Billingham**

Reporting To Senior Lunchtime Supervisory Assistant

MAIN PURPOSE: To work under the direct instruction of the Principal / Senior Supervisory Assistant, to supervise pupils during the lunchtime period and ensure that problems are resolved or referred to an appropriate level.

TASKS:

- Ensure that pupils wash their hands before they eat
- Escort pupils to and from the dinner area, as necessary
- Ensure that pupils having a school lunch are in the dining hall at the correct time
- Help younger pupils at the serving 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 etc
- Assist 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 the Principal/Senior Supervisor any child whose diet may give rise for concern
- Take charge of groups of children in the playground or the classroom, depending on the weather
- 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 lunch break, and seek appropriate assistance if necessary
- Attend to any pupil who becomes ill during the lunch break, and again seek appropriate assistance
- Report to the Principal /Senior Supervisor any acts that constitute serious infringements of school rules
- Work under the direction of the teaching staff
- Liaise effectively and professionally with staff; teachers and parents, as required
- Participate in training and other learning activities and performance development as required.
- Undertake mandatory staff training on the Flick Training website.
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

PERSON SPECIFICATION

POST TITLE: Lunchtime Supervisor

GRADE: NJC SCP 3

	Essential	Desirable
QUALIFICATIONS/ TRAINING:	• Basic skills/Induction • Willingness to participate in training and development opportunities	• First Aid training • Child Protection training
EXPERIENCE:	• Experience of dealing with children of a similar age	• Experience of working in a school environment • Experience of working with children in a similar age group
SKILLS/ KNOWLEDGE:	• Ability to relate well to children and adults • Good communication skills • Ability to work effectively as part of a team • Be able to maintain confidentiality • Good listening skills • The ability to organise lunchtime activities for children, in conjunction with other staff in school • The ability to be proactive and ensure that children's lunchtimes are safe and happy • Able to use own initiative • The ability to manage behaviour of children in a positive and supportive manner • An understanding of hygiene and good health	• Relevant knowledge of First Aid • Knowledge of Child Protection • Knowledge of Health & Safety • Equal Opportunities and recognising the nature of the diverse school community
PERSONAL ATTRIBUTES:	• Friendly, approachable and professional manner • Calm approach • A commitment to working as part of the whole school team and supporting the vision and aims of the school	

Contact Details:
Oakdene Primary Academy
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Tel: 01642 560768

Email: oakdene@oakdeneacademy.org.uk

The Enquire Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All ID and qualification checks will be made prior to appointment, as will online searches of candidates (Keeping Children Safe in Education 2023). Any offer of employment will be subject to receipt of a satisfactory Disclosure & Barring Service check and Disqualification by Association Disclosure.

DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trusts information governance policy which can be found on the website.

Please note this post is in regulated activity and exempt from the rehabilitation of Offenders Act 1974 and subject to satisfactory references and an enhanced DBS criminal records and barred list check for work with children. An online search may be undertaken as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education.

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

All documentation will be treated confidentially and processed in accordance with Data Protection regulations