



Enquire Learning Trust Application Pack

LUNCHTIME SUPERVISOR

Reference Number: ELTJUN2652

High Clarence Primary Academy
Port Clarence Road
TS2 1SY

Contents:



1. The Enquire Learning Trust Visions, Values and Mission



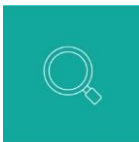
2. Academy Information



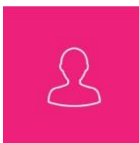
3. Health and Wellbeing Package



4. Job Advert



5. Job Description



6. Person Specification



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.



High Clarence is a small primary school situated in Port Clarence, Stockton. Our school values are at the heart of our school; Happiness, Ambition, Resilience, Healthiness and Respect and they are reflected in all that we do.

High Clarence is a great place to work. Staff wellbeing isn't a token gesture at High Clarence – taking care of each other is who we are. And, as part of the Enquire Learning Trust, we offer exceptional professional development opportunities and effective partnership working.

Our aim is that High Clarence Academy is a safe and nurturing place, where all children, staff and visitors feel welcome and valued and believe that together we can achieve anything. Children learn best when they are happy and confident and we want every child to achieve the very best they can. We encourage them to challenge themselves and to be proud of all their achievements. We offer a personalised approach to teaching and learning. Our curriculum is engaging and exciting. It is designed to interest the children and meet their needs so that all children are keen to come to school and keen to learn.

We know that children learn best when parents and school work closely together and we value your support to ensure every child has the very best opportunity to succeed. We look forward to working with you.

The Academy will endeavour to raise the achievement and aspirations of every child through our 5 school values.

Happiness: We have a strong emphasis on happiness in school and this is encouraged at a personal, class, school and community level.

Ambition: We have the highest expectations of ourselves and others, and foster self-belief and pride in our community.

Resilience: Children's resilience and hunger for learning leads to celebrated success.

Healthiness: We show positive attitudes towards mental health, thinking positively and staying healthy. Fitness is not only physical health, but also mental health.

Respect: We are polite, kind, tolerant of others and show empathy for all members of the community.

School works with the community in order to help children and their families encompass the values of spiritual, social, moral and cultural development. Through ensuring effective teaching of SMSC, school will actively promote the fundamental British values of democracy, the rule of law, individual liberty, mutual respect of and tolerance of different faiths, cultures and beliefs, including those of no faith.

Safeguarding is a strong feature in school and ensures everybody works together for the well-being of the children and their families.

Our future lies in our youth; in nurturing an educated, engaged, caring and empowered generation of young people.

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

High Clarence Academy (The Enquire Learning Trust)

LUNCHTIME SUPERVISOR

Working hours: 10

Working weeks: Term Time Only

Salary Grade: NJC SCP 3

Contract type: Fixed Term

Start date: September 2026

About us

High Clarence Academy is a small primary school situated in Port Clarence, Stockton.

Our school values are at the heart of our school; Happiness, Ambition, Resilience, Healthiness and Respect and they are reflected in all that we do.

High Clarence is a great place to work. Staff wellbeing isn't a token gesture at High Clarence – taking care of each other is who we are. And, as part of the Enquire Learning Trust, we offer exceptional professional development opportunities and effective partnership working.

About the role

We are looking for a caring, patient, and reliable Lunchtime Supervisor to join our team, supporting children within our Special Educational Needs and Disabilities (SEND) Unit.

This is a rewarding role where you will play a key part in ensuring a safe, happy and inclusive lunchtime experience for pupils with a range of additional needs.

What we are looking for

We are seeking to appoint a highly motivated and energetic individual who will:

- Supervise pupils during lunchtime, both in the dining area and outdoor/play spaces
- Support children with **additional needs**, including social, emotional, and communication difficulties
- Assist pupils with eating where required, encouraging independence
- Promote positive behaviour and inclusion at all times
- Ensure the safety and welfare of all pupils
- Respond calmly and appropriately to any incidents or challenges Work closely with teaching staff and SEND professionals

As part of the High Clarence Academy Team you will play an important part in ensuring a caring and safe environment for all while ensuring our Academy Aims and Aspirations are met.

High Clarence Academy is committed to safeguarding and promoting the welfare of all children.

This appointment will be subject to safer recruitment procedures and a full enhanced DBS check and references will be taken up.

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

11.30 a.m. – 1.30 p.m. Monday to Friday

For more information, please contact (*Sue Wastell, Academy Business Manager,*
s.wastell@highclarenceacademy.org 01642 561237

Visits to school are welcome please contact the school office on 01642 561237 to arrange.

How to apply

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

Closing date and time: Monday, 13th July 2026

Interview Date: Friday, 17th July 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

Post Title: Lunchtime Supervisor

Salary: NJC SCP 3

Hours: 10 hours per week

Line Manager: Principal

JOB PURPOSE:

To ensure the safety, wellbeing, and positive engagement of pupils during the lunchtime period, with a particular focus on supporting children within the SEND Unit. The role involves creating a calm, inclusive, and structured environment where pupils feel supported, enabling them to develop independence, social skills, and positive behaviours.

JOB CONTEXT:

- The Lunchtime Supervisor will work as part of a wider school team to support pupils with a range of special educational needs and disabilities, which may include communication difficulties, autism, social, emotional and mental health needs, or physical needs.
- The role requires a patient, nurturing, and flexible approach, recognising that pupils may require additional support, structure, and reassurance during less formal times of the school day such as lunchtime.
- You will contribute to maintaining a safe and inclusive environment, following school policies on safeguarding, behaviour, and inclusion, and working closely with teaching and support staff to ensure consistency of care and expectations.
-

ACCOUNTABILITIES / MAIN RESPONSIBILITIES

Operational Issues

- The role involves working during an unstructured part of the school day, where pupils may find behaviour and emotional regulation more challenging.
- Pupils within the SEND Unit may present with a range of needs, including autism, communication difficulties, sensory sensitivities, and social, emotional, and mental health needs.
- There may be a requirement to support pupils who experience heightened anxiety, distress, or behavioural incidents, requiring a calm and consistent approach.
- The postholder must be able to respond to unpredictable situations, including conflict between pupils or emotional dysregulation.
- Some pupils may require physical support (e.g., helping with eating, movement between areas, or personal care, where appropriate).
- The role may involve working both indoors and outdoors in varying weather conditions.
- Maintaining safeguarding, health and safety, and hygiene standards (including food supervision) is essential at all times.
- Effective communication with staff is important to ensure consistency of behaviour management and support strategies used during the school day.
- The postholder must be aware of and follow school policies, including behaviour, inclusion, and child protection procedures.
- The role requires emotional resilience, patience, and adaptability, particularly when supporting pupils with complex needs.

Communications	<ul style="list-style-type: none"> • Communicate clearly and sensitively with pupils, adapting to individual SEND needs. • Build positive relationships and support pupils' wellbeing. • Work closely with staff to ensure consistent support and behaviour management. • Report any concerns, including safeguarding issues, promptly. • Maintain professional communication with all members of the school community.
Safeguarding	<ul style="list-style-type: none"> • To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate • Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security • Be aware of own (and others') professional boundaries • Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with
Systems and Information	<ul style="list-style-type: none"> • Participate in training and other learning activities and performance development as required • Attend staff meetings and training days by agreement with the Principal
Data Protection	<ul style="list-style-type: none"> • To comply with the Academy's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • To work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Within own area of responsibility work in accordance with the aims of the Equality Policy Statement
Flexibility	<ul style="list-style-type: none"> • Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Academy's Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> • The Academy requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment • The Academy requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values



PERSON SPECIFICATION

Lunchtime Supervisory Assistant

Qualifications/Training	Essential / Desirable	Method of Assessment
Appropriate first aid training or willingness to undertake training (Dependent on the schools needs - insert as appropriate)	E	Application, Interview
Awareness of health and hygiene issues	D	Application, Interview
Experience	Essential / Desirable	Method of Assessment
Experience working with children	E	Application, Interview
Understanding of safe supervision of pupils	E	Application, Interview
Knowledge and Understanding	Essential / Desirable	Method of Assessment
Understanding of the needs of children with additional needs	E	Application, Interview
Understanding of health, safety and hygiene	D	Application, Interview
Awareness of safeguarding and child protection procedures	D	Application, Interview
Skills and Abilities	Essential / Desirable	Method of Assessment
Ability to build positive relationships with children	E	Application, Interview
Good communication skills (verbal and listening)	E	Application, Interview
Ability to remain calm and patient in challenging situations	E	Application, Interview
Personal Qualities	Essential / Desirable	Method of Assessment
Patient, caring and empathetic	E	Application, Interview
Reliable and punctual	E	Application, Interview
Positive attitude and willingness to learn	E	Application, Interview
Personal		
Enhanced DBS clearance	E	Pre-employment check
Eligible to work in UK	E	Application

**High Clarence Primary Academy
Port Clarence Road
Stockton
TS2 1SY**

Principal: Mrs Nicola Caraher

Telephone: 01642 561237

Email: highclarence@highclarenceacademy.org

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