

# HIGHGATE PRIMARY ACADEMY



Astrea Academy Trust  
INSPIRING BEYOND MEASURE

**LUNCHTIME SUPERVISOR**

**CANDIDATE PACK**



# Open Letter from our Principal

Dear Candidate,

Highgate Primary Academy is an innovative and aspirational primary set in the heart of the Dearne Valley community in Barnsley. We have 340 children on roll ranging from three to eleven years. Goldthorpe is a close community that has benefited from regeneration programmes and investment, and as an academy we have worked tirelessly with families and partners to create a high-achieving school where 'Excellence and Enjoyment for all' underpins everything we do.

We are a community-focussed academy that provides our pupils with the best possible start in life, and helps them acquire the skills, knowledge and ambition to be effective members of a changing society. To do this we work hard to develop not just their academic ability, but the skills and outlook required to be successful life-long learners.

We are proud of being judged a 'good school' by Ofsted in 2022, and we welcome applications from candidates who have high expectations, a strong work ethic and who can make a real difference within our community.

Our academy is bursting with potential, and we always look for talented individuals to join us on our journey to becoming outstanding!

**Devinder Riat**

**Principal at Highgate Primary Academy**



# We can offer you:

*Enthusiastic and caring children who are keen to learn.*

*An opportunity to be part of an inspiring team that plays a central role in the broad and diverse community it serves.*

*An opportunity to make a difference to the lives of the young people and families .*

*Commitment to your continuing professional learning and career development.*

*A hardworking team who are committed to promoting high achievement across the curriculum and school .*

*A good humoured, industrious, highly skilled and enthusiastic staff team.*

*Supportive and effective leadership.*

*Access to Pension Scheme and our Employee Assistant Programme.*

*Astrea Academy Trust is fully committed to being diverse and inclusive workforce where together we can embrace each other's unique individuality, background and heritage. We believe that by reflecting and representing the communities and people we serve, we will better and further the life chances of our pupils.*





# Job Description

**JOB TITLE:**  
Lunchtime Supervisor

**REPORTING TO:**  
Principal

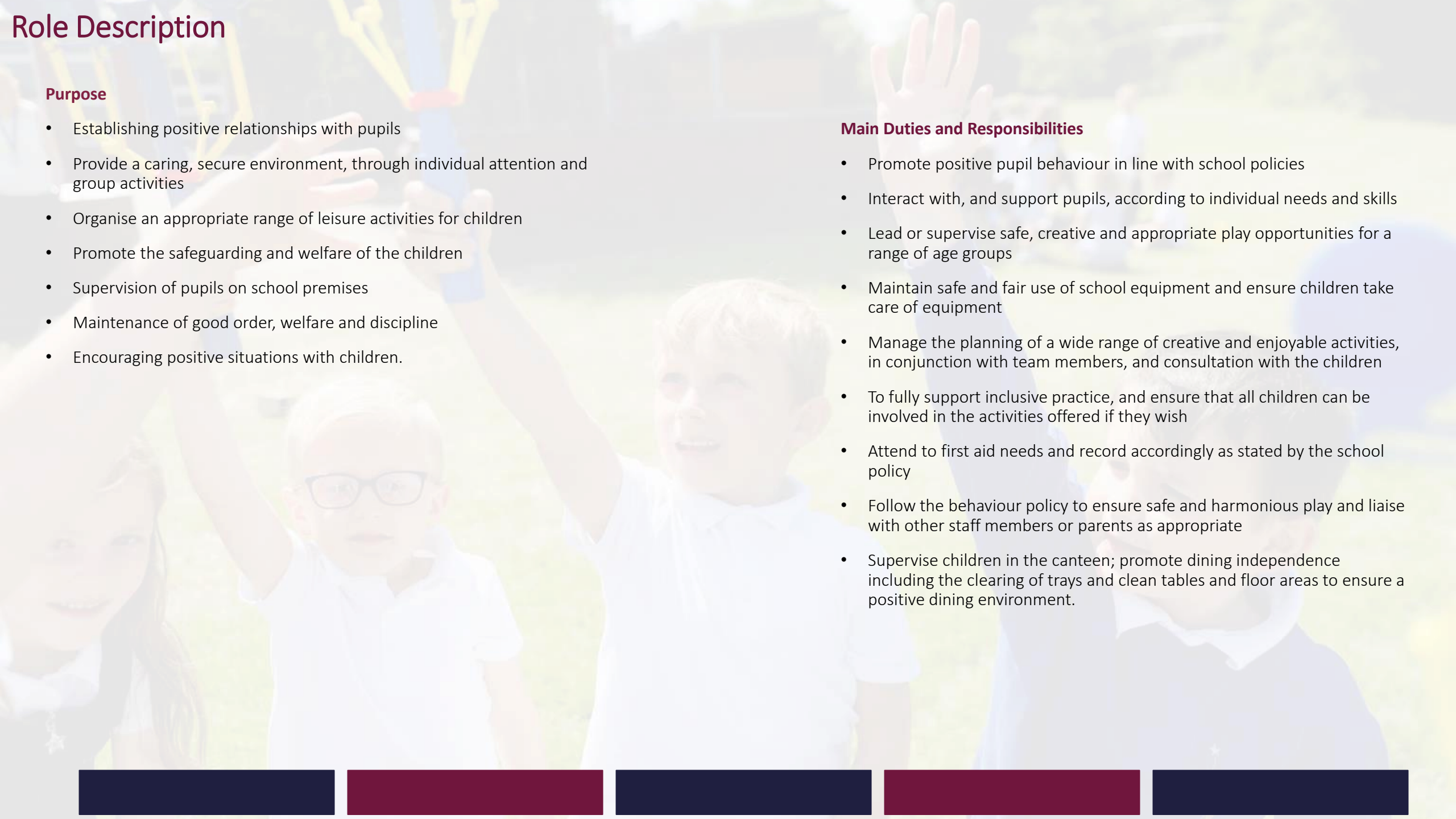
**SALARY RANGE:**  
£20,258 - £20,623 per annum

**ACTUAL SALARY IF PRO RATA:**  
£2,330 - £2,372 per annum

**CONTRACT TYPE:**  
Permanent

**WORKING PATTERN:**  
5 hours per week, Monday to Friday  
39 weeks per year, term time plus 5 INSET days





# Role Description

## Purpose

- Establishing positive relationships with pupils
- Provide a caring, secure environment, through individual attention and group activities
- Organise an appropriate range of leisure activities for children
- Promote the safeguarding and welfare of the children
- Supervision of pupils on school premises
- Maintenance of good order, welfare and discipline
- Encouraging positive situations with children.

## Main Duties and Responsibilities

- Promote positive pupil behaviour in line with school policies
- Interact with, and support pupils, according to individual needs and skills
- Lead or supervise safe, creative and appropriate play opportunities for a range of age groups
- Maintain safe and fair use of school equipment and ensure children take care of equipment
- Manage the planning of a wide range of creative and enjoyable activities, in conjunction with team members, and consultation with the children
- To fully support inclusive practice, and ensure that all children can be involved in the activities offered if they wish
- Attend to first aid needs and record accordingly as stated by the school policy
- Follow the behaviour policy to ensure safe and harmonious play and liaise with other staff members or parents as appropriate
- Supervise children in the canteen; promote dining independence including the clearing of trays and clean tables and floor areas to ensure a positive dining environment.





# Person Specification

## Experience

- Experience of working with children
- Experience of working with children of different ages (desirable).

## Education and Qualification

- A first aid qualification (desirable)
- Relevant safeguarding qualifications (desirable)
- Any other relevant training/qualifications (desirable).

## Skills and Knowledge

- Good general standard of education.
- Understanding of and commitment to following all safeguarding procedures of the school.
- Ability to communicate in an appropriate manner with children/adults.
- Commitment to enhancing pupils' lunchtime experiences by encouraging play and social skills.
- Ability to deal with challenging behaviour.

- Ability to act upon own initiative.
- Ability to cooperate and work positively with other colleagues as part of a team.
- Willingness to learn and attend training as required.
- Willingness to play a part in the school community.
- Demonstrate a commitment to Equal Opportunities
- To comply with all School policies adopted by the Governing Body for example, Health and Safety, Equal Opportunities and data protection.

**This is not exhaustive.**

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy



# About Astrea

Astrea is an ambitious, dynamic and young trust with a mission to tackle historic educational disadvantage and raise quality standards across all of our schools. Our academies are based across South Yorkshire and Cambridgeshire, often in areas or at schools which have experienced generationally poor educational opportunities. Our role is to change that. We have grown rapidly over the last four years and now educate around 14,000 students in 27 academies and settings. Whilst our educational outcomes have improved over the last 4 years, they are not yet as strong as we would like them to be, nor as strong as our students and communities deserve. With this in mind, we are entering a new period in our development. We are increasingly clear and specific about our vision for behaviour, curriculum and teaching quality.

## Key Characteristics of our academies:

- High aspirations, with a firm emphasis on academic attainment
- A knowledge-rich curriculum that develops a general knowledge of the world not simply for progression for the workplace, but for the love of the acquisition of knowledge
- A calm and purposeful learning environment built on mutual respect and centralised behaviour systems
- Outstanding pastoral care with the provision of specific trust delivered SEMH services where appropriate to the pupil
- Standardised reading and arithmetic catch-up programmes for pupils where this is relevant that are taught by specialists
- Active parental and community involvement
- A broad range of extra-curricular activities including sports, music, performing arts and academic clubs

## Objectives for pupils:

- Encourage all children to be confident, hard-working and ambitious, regardless of background
- Transmit a core body of knowledge to all pupils and the ability to think for themselves in order to be aware of the world around them
- To be active and thoughtful participants in their local community
- To be successful in achieving their qualifications at both GCSE and A Level

## A knowledge-rich education:

- By a knowledge-rich education we mean a rigorous and extensive, knowledge-based education that draws its material and methods from the best and most important work in both the humanities and the sciences.
- The aim of a core-knowledge education is not primarily to prepare pupils for a job or career, it is more to transform their minds so that they are able to make reasonable and astute judgments and engage fruitfully in conversation and debate – not just about contemporary issues, but also about the universal questions that have been troubling mankind throughout history.
- We want children to leave our schools with the confidence that comes from possessing an essential general knowledge. A knowledge-rich education should not confine itself to the Western canon, but should embrace other cultures and traditions. What that canon includes will be subject to review, but will always be closely connected to the history and the present nature of the society in which we live, including our international connections.

View the [Astrea 2025 Strategy here](#)



Astrea Academy Trust are delighted to be part of such an important movement, which will ensure we have the guidance to challenge attitudes towards disability, tap into wider talent pools and help all individuals across the Trust fulfil their potential and realise their aspirations. As a Disability confident employer we have pledged to promote a culture that ensures there are no barriers to the development and progression of disabled staff.



## Astrea Talent Programme

*We believe that everyone has talent. At Astrea, we want your career to flourish, nurturing potential through the Astrea Talent Programme. This provides a defined career pathway, with associated personal and professional development way points and opportunities, funded by the Trust, wherever you start on the pathway. From apprentice to senior leader, we are devoted to growth and fulfilment. We want you to realise your ambition plus competence towards a brilliant education for all our pupils, giving them the opportunities they truly deserve.*