

# ASTREA ACADEMY SHEFFIELD PRIMARY



Astrea Academy Trust  
INSPIRING BEYOND MEASURE

**Lunchtime Supervisor**

**CANDIDATE PACK**



# Open Letter from our Principal

Dear Candidate,

We are excited to be recruiting new team members to join our amazing team at Astrea Academy Sheffield Primary. Astrea Academy Sheffield is on an exciting journey. As a new school in 2018, with nursery and reception pupils upon opening, it has now has pupils from nursery to year 5 and will be fully grown next year to include year 6.

The leadership team have introduced some strong initiatives, including a play leader's programme and a nurture lunch group. Staff are flourishing from the additional training and support given by our Trust Central Team, as well as from academy staff coaching and other external partners.

High expectations of learning behaviours underpin successful improvements learning and outcomes for pupils. We now seek an additional person to support lunchtime, both in the dining room and in the playground. This pack contains the information of the opportunity with us. The successful candidate will share the Trust's vision for a brilliant education, underpinned by experts in the classroom, a world-class curriculum and excellent behaviours.

We are looking for someone who is caring and patient and who is committed to their own development, and to the view that children deserve a fantastic school experience. The successful candidate will be part of our team, looking after pupils from all across the academic spectrum, including those with special needs. They will be instrumental in creating a calm caring lunchtime environments where scholars develop social skills as well as having a break from academic learning. In return, we offer a welcoming, friendly and supportive community of staff, pupils and families; training and support from key members of staff, both at school and from the trust in order to support learning, impactfully and with confidence; and the chance to make a real difference in pupils' lives and see them flourish and grow as rounded members of society. If you are a passionate, authentic and driven person who has high expectations and aspirations and believes that we have a collective responsibility for our pupils please contact me at [PrimaryInfo@astreasheffield.org](mailto:PrimaryInfo@astreasheffield.org) and we can discuss the opportunity further. I look forward to hearing from you.

Rachel Flemming

Co Principal – Primary Phase

Please visit our website for further details on our vibrant and diverse [school](#)

## 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 the Teacher's 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:**

Designated Safeguarding Lead

**SALARY RANGE:**

£20,623 - £21,189

**ACTUAL SALARY IF PRO RATA:**

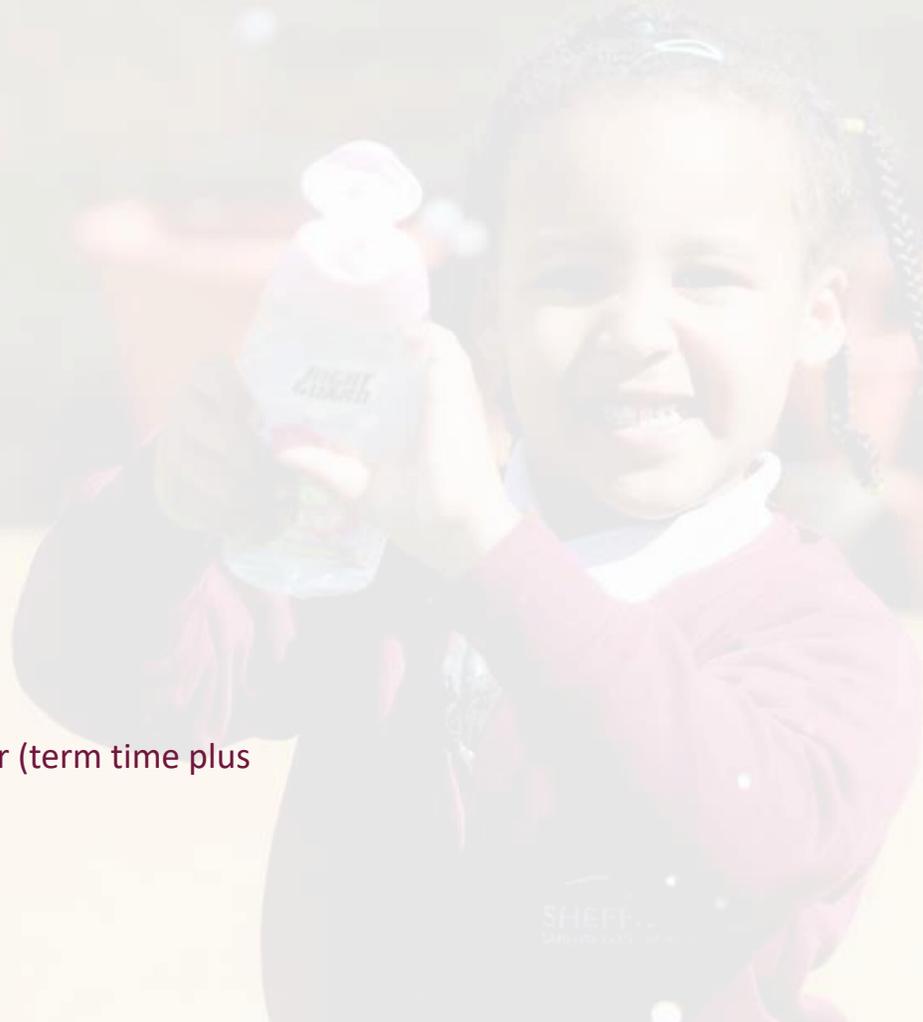
£4,788 - £4,920

**CONTRACT TYPE:**

Permanent

**WORKING PATTERN:**

10 hours per week, 39 weeks a year (term time plus  
INSET days)



# Role Description

## Purpose

The Lunchtime Supervisor is required to work as part of a team, building positive relationships with students.

Supervising students on the school site during the lunchtime break, including the dining room and outdoor play areas.

Lunchtime supervisors assist in securing the health, safety, and good conduct of students.

Employees in this role will be involved in supervising activities, as well as helping to teach children the importance of positive eating habits and table manners.

## Main Duties and Responsibilities

- Collecting children from classrooms, supervise on the corridors and stairs, assist in ensuring that they go to the toilet and wash hands as necessary before and after meals.
- Organise and supervise groups of children in the dining room, assisting with cutting up food, pouring drinks, etc.
- Prepare and clear up the dining room as necessary, including moving chairs, wiping tables and tablecloths, carrying meals for children, clearing up spills and food dropped on the floor.
- Supervise children in the yards, encouraging positive play activities, ensuring that play fighting and rough games are stopped.
- Deal with injuries and sickness, caring for the child, and providing basic cleansing. Undertaking first aid training.
- Watch out for teasing, bullying, racism, sexism, and intervene as necessary when these occur.
- Report serious difficulties to the Principal on a daily basis, and immediately if assistance is needed in the interests of health and safety.
- When requested, supervise a small group, or individual on a play or similar activity.
- In bad weather supervise children in play activities in their classrooms, and/or in the halls.

# Person Specification

## Experience

- Experience of supervising or caring for children of relevant age

## Qualifications

- Good standard of education, including English and Maths

## Behaviours

- Good communication skills
- Reasonable level of fitness
- Understanding of relevant policies/codes of practice and awareness of relevant legislations
- Be able to communicate effectively and efficiently with staff and pupils
- Work constructively as part of a team, understanding lunchtime roles and responsibilities and your own position within these
- Can manage the behaviour of pupils in a reasonable manners
- Has a caring positive attitude towards pupils welfare
- Be aware of health and safety, first aid and duty of care
- Understanding the importance of safeguarding
- Can maintain personal presentation that sets high standards for the pupils
- Can work within the spirit of Astrea Academy Sheffield policies relating to equal opportunities, child protection, health and safety, smoking etc
- Take part in relevant training required to undertake the post

**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.*

*Leaders are passionate about ensuring that pupils receive an ambitious curriculum. That vision is realised. Pupils across the school benefit from a good quality of education. They are supported by kind teachers who help them to do well. OFSTED November 2022*

[OFSTED report](#)

