

# Blackthorn Primary School



## Lunchtime Supervisor

*Located on the Eastern district of Northampton, Blackthorn is a one-form entry primary school with a nursery. In addition, Blackthorn Primary is very proud to run a Specialist Unit for children with an EHCP identifying a need for support with SEMH. Our school is driven by a passion to provide educational excellence for the children in our community.*

*The children at Blackthorn are polite, respectful and keen to learn. Our team of dedicated staff believe that children achieve their best in a safe, secure and happy school community and we work hard to make sure this is the case for our learners every day. We strongly believe that good relationships between people in our school community are essential in securing success for your child, as such, an effective partnership between home and school will benefit your child's learning.*

*At Blackthorn, we strongly believe in supporting every individual, children and staff, to develop and be supported in their aspirations. Our staff culture is of enabling everyone to have opportunities to grow through support and we have a proven track record of developing both early career teachers and leaders at all levels to achieve their goals.*

*We are proud to be a member of Northampton Primary Academy Trust (NPAT) with whom we work closely to provide opportunities for our children to broaden and enrich their time at primary school through the arts, sport and wider curriculum.*

*Becca Williams – Executive Headteacher*



# Working together as a school community to achieve educational excellence for all.

## Blackthorn Primary School

### Job Description

Post Holder: **Lunchtime Supervisor**

Fixed Term Contract to 31 August 2026

6.25 hours per week (12.00pm-1.15pm); 38 weeks per year

Grade C point 2-3, Salary £23,656 - £24,027 FTE

Actual approx. £3,352 - £3,473 pa

Responsible to: **Executive Headteacher**

Location: **Blackthorn Primary School**

This job description may be amended at any time following discussion between the Executive Headteacher and member of staff. The job description will be reviewed annually.

#### Main Duties and Responsibilities:

To ensure the security, safety and well-being, and care of the pupils of the school and to promote their social, emotional and physical development during the lunch time period.

- To supervise pupils, during the lunch period, in dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.
- To monitor the behaviour of pupils discouraging in a positive way any anti-social behaviour and reporting any incidents to the Senior Leadership Team and class teacher as appropriate.
- To ensure the safety and well-being of children, providing emotional support where necessary.
- To arrange and supervise appropriate play and physical activities.
- To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the schools' agreed procedures.

## Dining Hall

- Assist with the setting up and clearing of the Dining Hall e.g. tables, benches, waste bins etc
- To organise dinner queue and seating to provide a calm and orderly entrance of pupils into dining hall and from dining hall to playground.
- Promoting and ensuring good behaviour and calm atmosphere.
- Dealing with any misbehaviour that may occur in accordance with the school's behaviour policy.
- Addressing issues calmly and politely and in doing so being a role model to the children.
- Report, as appropriate, incidents to the Senior Leadership Team
- To encourage all pupils to eat but especially those with special needs or disabilities, and to assist children with cutting up food, opening tubs, pouring water etc. where appropriate to e.g. age of child, needs of child, as necessary.
- To encourage social skills and good table manners, ensuring safety with knives and forks.
- To clean up spillages of food and to organise clearing cutlery and crockery off tables.

## Playground

- To supervise and control entrance and exit by pupils during the lunch break to school premises and ensure calm orderly conduct in accordance with the school's high expectations.
- To actively support the role of Play Leaders in terms of the setting out of equipment, organisation of games / activities and show the importance of keeping the rules, playing fairly etc and report any problems to the Teacher responsible for supervising the Play Leaders.

## School Premises

- To supervise pupils and promote good behaviour on the school premises in the hall, classrooms and through corridors, during lunchtimes and in addition when children are inside because of inclement weather.
- To ensure that, when classrooms are used during the lunch break because of inclement weather that the children are quietly occupied and that the classroom is left tidy, ready for afternoon school.
- To check toilet areas regularly to ensure that they are clean and being used appropriately. To report any problems to the Senior Leadership Team.
- To check toilet areas regularly to ensure that they are clean and being used appropriately. To report any problems to the site supervisor.
- To take part in training appropriate to the job of lunchtime supervisor.
- To take part in any appraisal arrangement made by the school.
- To undertake any other duties consistent with the purpose of the job.

**We are committed to safeguarding and promoting the welfare of our children and expect all members of staff to share this commitment.**



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## Lunchtime Supervisor Person Specification

| Attributes                             | Essential   | Desirable  |
|--|---|--|
| <b>Qualifications/Training</b>         |   |  |
| Education                              |   | Five GCSEs, including Maths and English.   |
| <b>Experience</b>                      |   |  |
| Working with children                  |   | Experience working with primary school aged children through work or volunteering. |
| <b>Knowledge and Understanding</b>     |   |  |
| Safeguarding                           | Ability to work in a way that promotes the safety and wellbeing of children and young people.   | Has completed safeguarding training.   |
| <b>Skills</b>                          |   |  |
| Relationships                          | Ability to establish and develop effective relationships within the school community and a year group team, including: <ul style="list-style-type: none"> <li>• Pupils</li> <li>• Teaching Colleagues</li> <li>• Support Staff</li> </ul> |  |
| Interpersonal and communication skills | Ability to communicate effectively.<br>Prompt at completing tasks, good at using initiative.<br>Flexible and approachable, resilient under pressure.  |  |
| <b>Attitudes</b>                       |   |  |
| Personal                               | A positive approach to the role and responsibilities.<br><br>Ability to remain calm when dealing with incidents and in discussions with pupils.   |  |



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Achieving Extraordinary Things

|                     |  |  |
|---------------------|--|--|
|                     | Committed to supporting the schools efforts to include children with special needs.                            |  |
| Equal Opportunities | Commitment to equality of opportunity and access.<br>Commitment to race, gender equality and social inclusion. |  |

## How to Apply

To apply for this position, please complete the enclosed Trust application form and submit, together with a letter of application of no more than two sides of A4 supporting your application.

Please return by email to [bursar@blackthornprimary.net](mailto:bursar@blackthornprimary.net).

**Closing date:** 12 noon, Friday 8 August 2025

**Interview Date:** Week commencing 11 August 2025

**Start date:** 1 September 2025