



MANOR
MULTI ACADEMY TRUST

Lunchtime Supervisor

YOUR
FUTURE.

OUR CEO

Manor MAT is a vibrant community of primary schools across the Black Country and South Staffordshire, united by a shared passion for making a difference. Our motto, **creating futures together**, isn't just a tagline - it's a daily commitment. Whether in the classroom, the staffroom, or our central team, we work collaboratively to shape futures filled with possibility, purpose, and hope. We believe that **great staff create great schools**. That's why we invest deeply in your growth - not just as a professional, but as a person. Whether you're a support staff member exploring a pathway into teaching, a middle leader seeking coaching and development, or an experienced educator ready to take the next step in leadership, Manor MAT offers tailored opportunities to help you flourish. Our culture of collaboration means you'll never walk alone; you'll be part of a network that lifts, learns and leads together.

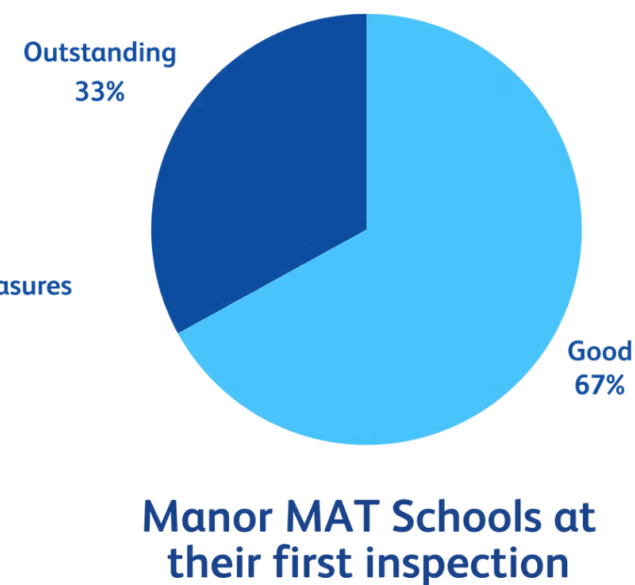
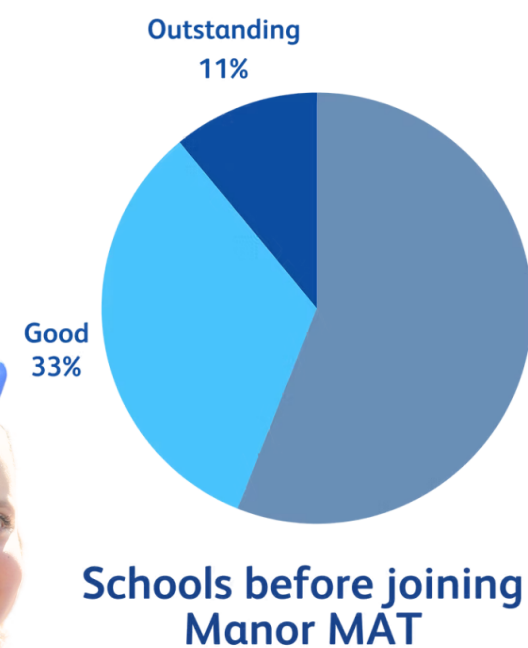
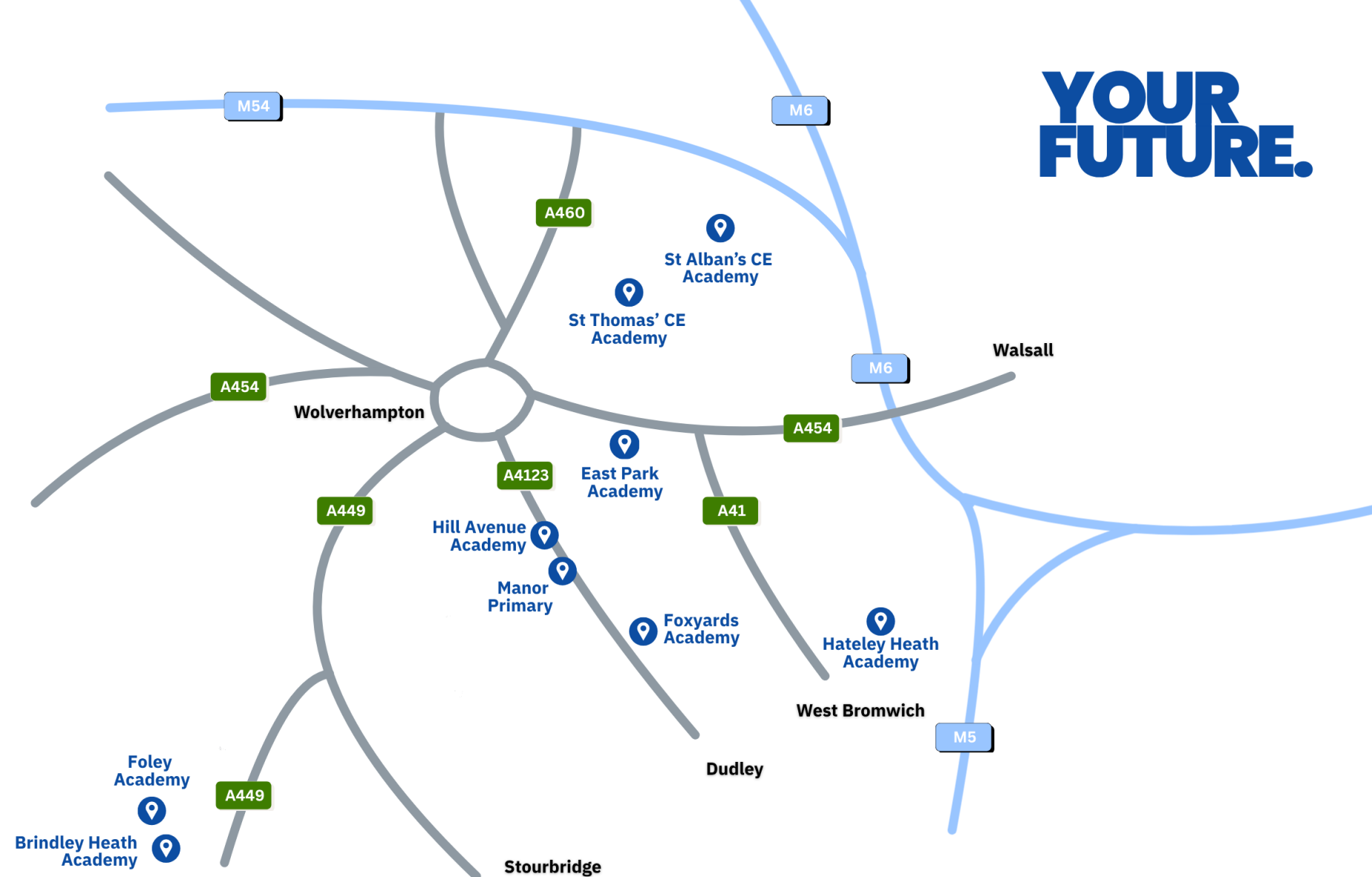
Welcome to Manor MAT. Let's create futures together.

Hayley Guest

OUR TRUST

We began in 2016...

...with the aspiration that every child in our care attends a great school. We have ensured that some of the lowest performing schools in the country, many with significantly above national proportions of pupils eligible for free school meals, have been sustainably transformed in a short space of time.



We have improved the life chances of thousands of young people, many living in some of the most disadvantaged parts of the country.

3400

Children

We serve over 3400 children and their communities with world-class education and care. They are at the heart of our trust.

100%

Teaching School Hub

All of our students who completed their PGCE with us over the past 3 years successfully gained employment at the end of their programme.

100%

Manor is the place to be

All of our recently recruited staff would recommend Manor as an employer due to the excellent support they receive.

OUR OFFER



When you join our trust, you're joining a family. And a family cares for one another. That's why we offer our services and extras so you know you are a valued part of our family.



3 of many
offers from us
to you



Our Specialised Central Team

We are committed to providing resource and experience that enhances the learning experience for children, motivates staff and provides unique opportunities for schools and communities. From finance to IT, to Estate management, to HR, we've got it covered.



MAT Conference and CPD

We invest heavily in your CPD. We have an annual conference at a shared venue with our whole trust family where we share practice, prioritise wellbeing and cast vision for the future. We also have regular CPD opportunities throughout the year.



Annual Awards Celebration

The MAT Awards celebrate the outstanding achievements and shared successes of our Manor MAT family in a highlight of the year for all of our staff. A chance to reflect on the previous year and celebrate the hard work and dedication of so many.

YOUR BENEFITS



LIFESTYLE SAVINGS

Lifestyle savings are built to support every aspect of your daily life. From supermarkets and high street shopping, to utility bills and retailers in your local community. Discover a world of savings.



MENTAL WELLBEING

Access confidential support when you need it most. Whatever physical, mental or financial issue you're facing, you can find a wide range of resources waiting to help - 24/7, 365 days a year.

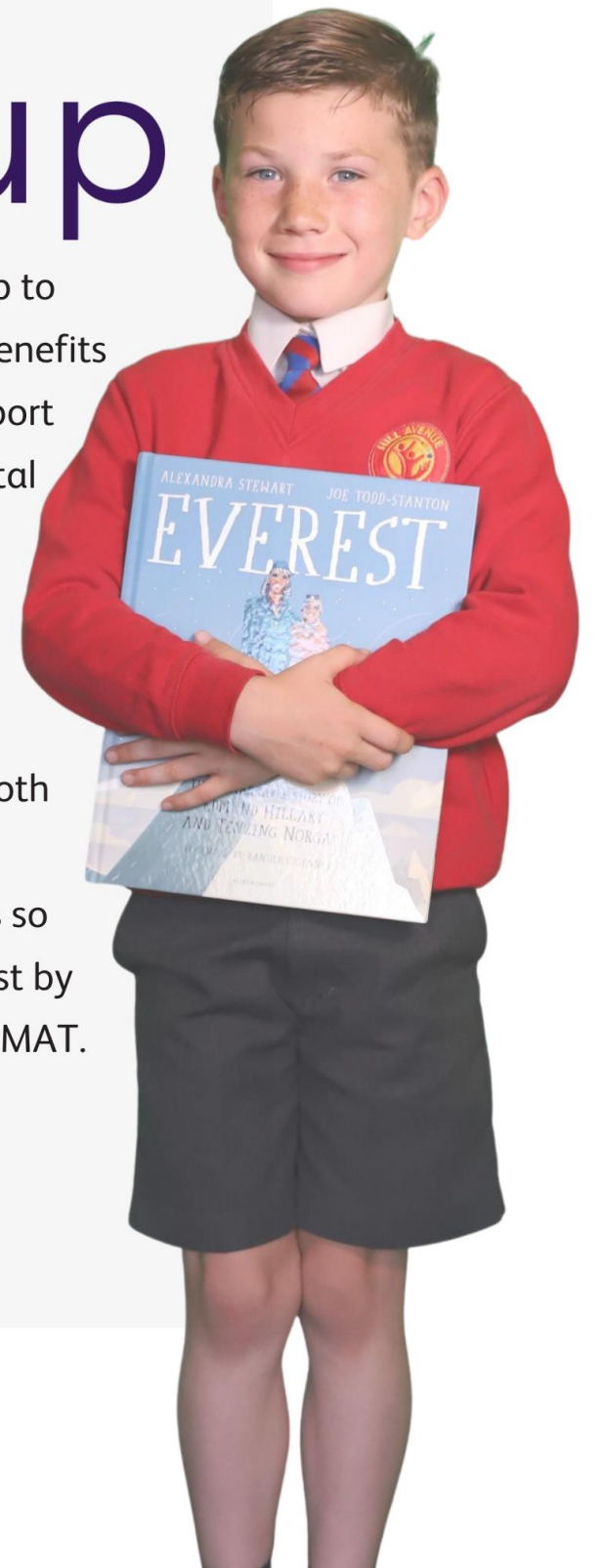


PAYROLL PAY

Payroll Pay allows you to spread the cost of the items you want and need directly from your salary, helping you to avoid expensive borrowing whilst still spreading the cost.



We work with Vivup to make these staff benefits possible, all to support your physical, mental and financial wellbeing. Vivup offers so much in order to make sure you're supported both professionally and personally, and it is so simple to access just by working for Manor MAT.



Hateley Heath Academy



At Hateley Heath, we are proud to be part of the community ensuring that all our children finish school with the confidence and resilience to pursue a successful life beyond our Hateley gates. Our curriculum is ambitious for all pupils and is sequenced to provide a range of opportunities for the children to learn and discover their own passions in life.



Mrs R James
Head of School



At our latest inspection, we retained our 'Good' judgment from Ofsted. They saw that pupils are proud to attend our great school.



444
children school
capacity

We have capacity to serve 444 children and their families. They are at the heart of our school.



over
60
members of staff
across our school

Our large and dedicated staff team work in unity. Our culture is designed to build each other up and encourage on your journey.



**Our future is built
on what you bring.
At Manor MAT,
your skills,
character and ideas
help shape
what comes next.**

OUR COMMITMENT TO SAFEGUARDING

Safeguarding is the foundation of everything we do. We are fully committed to the principles set out in Keeping Children Safe in Education and all colleagues, regardless of role, are required to uphold these standards without exception. Every appointment we make, from classroom to central team, is considered through the lens of child protection.

Our recruitment process is designed to be thorough, transparent, and uncompromising. We follow Safer Recruitment best practice in full, including the requirement for at least one member of every interview panel to hold a current Safer Recruitment certificate. All shortlisted candidates are subject to scrutiny of their application and any attempt to conceal, misrepresent, or omit relevant information will result in immediate withdrawal of an offer or, where applicable, termination of employment and referral to the relevant authorities.

Every successful candidate undergoes a robust pre-employment vetting process before employment in one of our schools. This includes an Enhanced DBS check with a Children's Barred List check and, where relevant, a check against the Teacher Regulation Agency's prohibition list. Overseas applicants, or those who have lived or worked abroad, will be required to provide additional checks equivalent to a UK DBS, in line with KCSIE requirements.

Safeguarding does not end at the point of hire, it is embedded into the culture and daily practice of every school in our Trust.





Job Description

Duties & Responsibilities of Lunchtime Supervisors Responsible to the Head Teacher

The following job description outlines the duties and responsibilities of lunchtime supervisors at Hateley Heath Academy

Hours

1 hour 15 minutes each day

Key Responsibilities:

- To make lunchtime a happy social time for all our pupils.
- Supervise children over lunchtime implementing lunchtime policy.
- To encourage children to eat their lunch and encourage good table manners.
- To assist in the preparation of dining areas prior to the lunch hour and in returning those areas for other agreed usage for school activity.
- To support, demonstrate and encourage children to play sensible games on the playground.
- To take out and bring in lunchtime equipment ensuring it is taken care of and stored appropriately.
- To ensure children follow school rules over lunchtime.
- To intervene if children are upset, quarrelling, listening to all children's points of view and resolving problems in line with lunchtime policy and school behaviour policy.
- To seek support and take advice from the two Lunchtime Leads at any time to ensure school procedures are being carried out.
- To ensure a qualified first aider deals with any accidents over lunchtime that occur.
- To meet with other lunchtime supervisors regularly to discuss emerging issues with Head/ deputy and implement key actions from these meetings.
- To attend designated training and staff meetings.
- To be familiar with the Accident Book and Parental Consent Forms.
- To undertake such other duties which may reasonably be regarded as within the nature of the duties/responsibilities/grade of the post.

General Conditions

This job description is subject to annual review. It will be signed if agreement is reached.
If following review and amendment, agreement is not reached the appropriate procedures will be used for settling disputes.

Signatures

_____ **Midday supervisor**

_____ **Head Teacher**



PERSON SPECIFICATION – LUNCHTIME SUPERVISOR

	Essential	Desirable	Method of Assessment
Qualifications	Basic competency in Math's and English	- GCSEs in English and Math's - A First Aid Certificate	- Applicant's certificates - Discussion at interview
Experience	- Knowledge and understanding of primary aged children. - Experience of supervising children as a carer or parent of young children	- Experience as a Lunchtime Supervisor - Classroom assistant qualifications	- Application form - Interview - Professional references
Skills	- Empathy with young children's needs - Ability to treat children sensitively and fairly. - To work as part of a group and individually - To inspire trust and confidence in children - To encourage high standards of pupil behaviour at all times - Good interpersonal and communications skills - Good team worker	To be able to recognize behaviour that may be giving cause for concern.	- Application form - Interview - Professional references



manormultiacademytrust.com



Manor Multi Academy Trust
Ettingshall Road, Coseley,
West Midlands WV14 9UQ



PHONE
01902 556460



EMAIL
info@manormat.com