



Application Pack

Breakfast Club Assistant &
Lunchtime Supervisor



Job Title	Breakfast Club Assistant & Lunchtime Supervisor
Salary & Grade	G2 SCP2 actual £6,742 (FTE £24,413)
Contract	12 hours 15 minutes per week over 5 days, permanent. 7.30am – 8.45am 11.40am – 12.55pm
Reporting to	Executive Headteacher / Head of School
Start Date	ASAP

Dear Applicant

Thank you for your interest in the role of Breakfast Club Assistant & Lunchtime Supervisor.

Normanton Junior Academy is a forward-thinking, vibrant and inclusive 3-form entry junior school, with approximately 90 pupils in each year group. We pride ourselves on being a school that offers our pupils a well-rounded and truly enjoyable education, and place great emphasis on giving our children a wide range of opportunities in the arts, music and sport. We were judged as continuing to be a 'Good' school, by Ofsted, in July 2023 and we are looking for an inspiring and dynamic Breakfast Club Assistant & Lunchtime Supervisor to join our fantastic team.

So, if you are an ambitious, talented and highly motivated practitioner, with a passion for ensuring children learn and achieve, and if you work hard and have the drive and energy to make a difference to children's lives and their learning, then Normanton Junior Academy could be the school for you!

We offer excellent facilities: a large building, complete with purpose-built gym, stage and hall; brand new IT facilities; several spacious shared working areas; a library; well-equipped classrooms; and well-maintained outdoor play areas, including a large field to enable our children to explore, develop and nurture their talents and interests as they progress through our school.

We are a proud member of Waterton Academy Trust, joining in 2015. As a growing organisation - consisting of infant, junior and primary schools - Waterton Academy Trust's main aim is to ensure all children receive the education that they deserve, and Normanton Junior Academy is very proud to be part of this.

We look forward to receiving your application.

Warm Regards,

Luke Welsh
Executive Headteacher

About Us

Waterton Academy Trust is a thriving and values-led partnership of schools committed to giving every child the best possible start in life.

Established in 2014 with Walton Primary Academy as its founding member, the Trust has grown steadily and strategically, guided by a strong moral purpose and a deep understanding of the communities we serve. We

believe that **success is a shared experience** — every learner, every member of staff, and every school should flourish, together.

By the end of 2026, we expect to support more than 4,000 pupils across our schools, with a dedicated team of over 600 staff and an annual turnover approaching £28 million.

Our growth has not been about size alone - it reflects the strength of our educational offer, the diversity of our provision, and the depth of our partnerships.

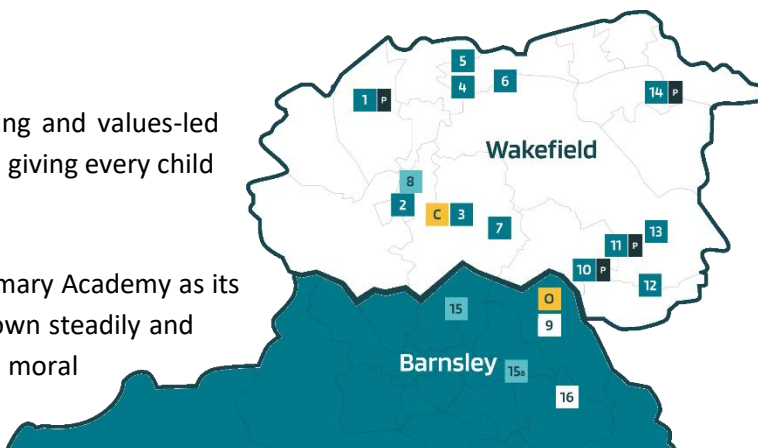
We work across two key regions - Wakefield and Barnsley - and are proud to be seen as a trusted and collaborative presence within the wider education system. All our schools are primary-phase, and collaboration sits at the heart of how we work. Our Trust continues to grow, with King's Oak Primary joining us in September 2025, and two other schools in the pipeline for growth.

In response to local need, our first independent special academy—Newstead Academy opened in Barnsley in 2023 and has already grown to include a satellite site based at Hunningley. Building on this success, we are preparing to open a new specialist setting - Hammer Lane Academy - in Wakefield in September 2025. These developments are a testament to our commitment to inclusive education and our ability to work alongside local partners to meet the needs of all learners.



We also know that a great start in education begins early. That's why we've expanded our offer to include four pre-school settings, with plans for further growth.

If you share our belief that all children deserve the highest-quality education and want to be part of a forward-thinking, people-centred organisation, we'd love to hear from you.



Our Locations

Waterton Offices

C - Centre for Excellence
O - Operations Office

Waterton Schools

- 1 - Wrenthorpe Academy
- 1p - Wrenthorpe Pre-School
- 2 - Sharlston Community School
- 3 - Walton Primary Academy
- 4 - Normanton Junior Academy
- 5 - Lee Brigg Infant and Nursery School
- 6 - Normanton Common Primary Academy
- 7 - Crofton Infant's School
- 8 - Hammer Lane Academy
- 9 - Churchfield Primary School
- 10 - King's Meadow Academy
- 10p - The Meadow Pre-School
- 11 - West End Academy
- 11p - The Woodland Pre-School
- 12 - South Kirkby Academy
- 13 - Ackworth Mill Dam School
- 14 - Cherry Tree Academy
- 14p - Cherry Blossom Pre-School
- 15 - Newstead Academy
- 15a - Hunningley Academy
- 16 - Kings Oak Primary

Our Vision and Values

The Trust is proud of its shared vision and values, which are embedded across all aspects of our work.

This vision—centred on collaboration, aspiration, enjoyment, and equity—guides our actions and unites our schools in a common purpose. We aim to create a culture where success is a shared experience, every child enjoys a rich and relevant curriculum, and all pupils are supported to achieve their full potential, regardless of background.

Candidates interested in joining the Trust are encouraged to explore our vision and values to ensure they align with their own ethos and long-term aspirations.



About The School



On behalf of all the wonderful children, staff and governors at Normanton Junior Academy, I would like to thank you for your interest in joining our team and I am delighted to be able to write to you as the Executive Headteacher of NJA!

My priority as Executive Headteacher, with the support of my Head of School, is to ensure that Normanton Junior Academy continues to be a beacon of excellence within Waterton Academy Trust, as well as the local community, making the necessary improvements and developments to ensure success is shared by **all**. Not only do I want all of our children to academically achieve, I also want them to continue to become model citizens of Normanton, who are ready for life in Modern Britain.

In order to do this, I need the best staff in Wakefield and I'm on the lookout for a Breakfast Club Assistant & Lunchtime Supervisor who wants to work at our school! Is that you?

As a parent myself, I am very much aware of the responsibility myself and the staff have in ensuring that the highest standard of teaching and learning is evident in all areas and that all our children continue to receive a consistently good or better education, and I will always remain resolute with this mission.

I strongly believe achievement and enjoyment go hand in hand and I'm looking for a Breakfast Club Assistant & Lunchtime Supervisor who will continue to fully support our high expectations in all areas; only the best is good enough for our children and we are looking for a quality first practitioner who wants to meet the needs of all our learners.

This is an exciting time for myself and the school, as we look towards the future, and I endeavour to build on the firm foundations already in place. If you like the sound of this and want to be part of an exciting journey, then we would love to hear from you! We will definitely welcome your application.

Being a Headteacher is the best job in the world and appointing outstanding staff to my school is a real joy!

I feel privileged to have been given the opportunity to lead and serve such a wonderful school and I hope that you will want to join us and be part of an exciting era!

So, if you wish to work in a fast-paced school with an exceptionally supportive and outward facing leadership team, complimented by a forward-thinking and innovative Trust, then we look forward to your application.

Kind Regards,

Mr Luke Welsh
Executive
Headteacher



NJA has a deeply embedded respect and support for the wellbeing of all staff whether that be from the SLT or the lunchtime supervisors - everyone works together as one united front to ensure nobody gets left behind.

SENCO

Waterton Academy Trust, Centre For Excellence, Walton Primary Academy, The Grove, Wakefield, WF2 6LD

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About Our School

Normanton Junior Academy is a larger than average sized junior school (360 children) based in the town of Normanton, West Yorkshire, just off Junction 31 of the M62 Motorway so is in a prime location to welcome staff from both Wakefield and Leeds. The vast majority of pupils join from Normanton All Saints C of E Infant School.

The school became a proud member of Waterton Academy Trust in 2015 and works in collaboration with other Trust schools, as well as Wakefield Local Authority.

The Executive Headteacher took up post in April 2021 and works alongside the Head of School who takes on day to day responsibilities of the school. We also have two middle phase leaders who work alongside the Head of School as well as a part-time SENCO.

From poor starting points, Attendance and Persistent Absence have both improved significantly over time when considering full academic years, with attendance above the national average and persistent absence broadly in line with the national average. Even with these successes, this continues to be an area of continued improvement and leaders remain focused and relentless to ensure all children attend school, each day.

Latest Ofsted Inspection (July 2023):

The school continues to be a good school

Ofsted judgement (March 2018):

Overall effectiveness	Good
Effectiveness of leadership and management	Outstanding
Quality of teaching, learning and assessment	Good
Personal development, behaviour and welfare	Good
Outcome for pupils	Good



Everything we do at Normanton Junior Academy is rooted in improving outcomes for children, ensuring that each child finds success every day they are with us; the day-to-day fulfilment of working at NJA is certainly rewarding and no two days are the same in our tight-knit school community. The network of support and high-quality CPD available to me as a teacher and school improvement expertise available to me as a leader - both within school and the Waterton Trust - have been invaluable in our overarching aim of giving the children in our care the best possible deal. NJA is truly a magical place to work!

Year 6 Class Teacher & English Leader

Waterton Academy Trust, Centre For Excellence, Walton Primary Academy, The Grove, Wakefield, WF2 6LD

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Why Choose Normanton Juniors?

At NJA, it is a privilege to work with like-minded individuals who together believe that fundamentally it is our role to make a difference. We understand the importance of our work, as our pupils flourish with the dedication of every member of our NJA family.

The positivity and commitment to our learners is infectious, as we move as one to give every child the best learning experiences that they deserve. We nurture and create people who are passionate about learning- both children and staff. As a learning community, we learn with and from each other to continuously strive to do and be better.

The children at NJA have boundless energy and enthusiasm. They are kind, helpful and committed to our community. They value the learning opportunities that we offer and thoroughly enjoy being part of the NJA family. At NJA we are memory makers, so we can prepare our learners for the next step and beyond.

Assistant Headteacher



Waterton Academy Trust, Centre For Excellence, Walton Primary Academy, The Grove, Wakefield, WF2 6LD

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Our Pupils

Waterton Academy Trust serves communities with some of the highest levels of deprivation in the region, and in the country. In response, we place children's well-being, voice, and enrichment at the very heart of our work. We believe that every pupil, regardless of background, should feel the full benefit of belonging to a trust that puts their experience of school first.

Pupil voice is not just encouraged - it's embedded in our decision-making. Our elected Children's Parliament meets regularly with the CEO and Headteachers, sharing their views and shaping priorities for improvement. Their efforts were recognised nationally, receiving a letter of commendation from former Prime Minister Theresa May.

Beyond the classroom, we create rich and joyful experiences that promote creativity, confidence, and healthy living. Our roaming art gallery, Waterton's Got Talent, and Waterton Young Chef of the Year celebrate the diverse talents of our pupils, while our annual MATlympics and extensive sports offer promote inclusion, teamwork, and well-being.

These experiences are not just events; they are integral to our mission—ensuring that every child in a Waterton school is heard, celebrated, and empowered to thrive.

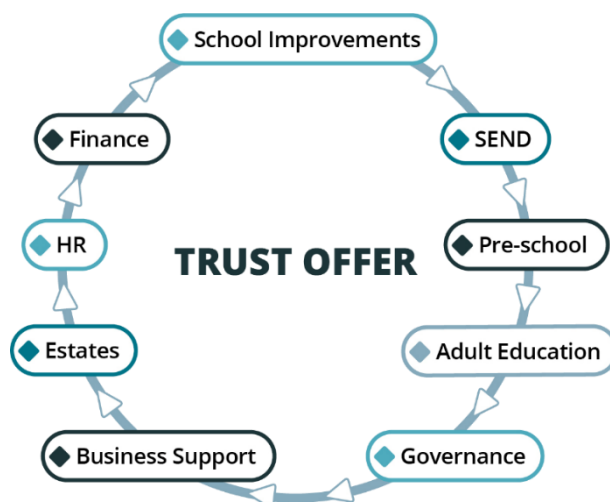


Trust Offer

At Waterton Academy Trust, we are proud to provide a consistent, high-quality offer that enables every school - regardless of size, Ofsted rating, or context - to thrive. Our Trust Offer ensures that all academies benefit from the same comprehensive package of educational and operational support, tailored to meet individual school needs while remaining accessible to all.

This offer is underpinned by our belief that school leaders should be able to focus their time and energy on what matters most: delivering excellent teaching and learning. By reducing operational burdens and providing high-quality, evidence-informed school improvement support, we create the conditions in which pupils and staff can flourish.

Our investment in a strong and expert central team means that every school can draw upon specialist support in areas such as safeguarding, governance, curriculum, finance, HR, IT, estates, marketing, and data protection. This support is complemented by access to legal advice and professional development, including high-impact CPD, leadership development, and coaching.



The Trust Offer is more than a service package - it's a reflection of our values. It supports excellence, equity, and collaboration across all Waterton schools, enabling leaders to deliver the very best for their pupils, every day.

To read about impact in 2025, please read our annual report to stakeholders on the Trust website.

<https://www.watertonacademytrust.org/academies/trust-performance/>

Job Description – Breakfast Club Assistant

Job Title	Breakfast Club Assistant
Reporting to	Executive Headteacher/Head of School
Grade	Grade 2

Main Purpose	Attend to pupils' personal needs and provide general support in supervising pupils at the Breakfast Club. Duties to include caring and playing with groups of children, as well as providing a light breakfast. Enthusiasm and commitment is a key factor to provide a relaxed family feel breakfast environment.
Key Responsibilities	<ul style="list-style-type: none"> • Greet children on arrival at club, provide and supervise play. • Prepare food as required under the direction of the Breakfast Club Leader, as per menu of day. • Follow Risk Assessments guidelines. • Follow Food Hygiene guidelines. • Supervision of pupils, ensuring their safety. • Report to the Breakfast Club Leader any pupil problems or behavioural difficulties in accordance with school policy and work at all times within safeguarding guidelines. • Deal with incidents in accordance with agreed breakfast club policy strategies; encourage pupils to take responsibility for their own behaviour. • Liaise with parents, where necessary under the direction of the Breakfast Club Leader. • Assist younger children to cut up food. • Check that pupils arrive at their classrooms safely into the care of their teacher. • Report all accidents to the Breakfast Club Leader and complete form for parent. • Ensure that any person on the premises is authorised to be there. • Other duties commensurate with the grade of the post as directed by the Headteacher.
Expectations of All Employees	<ul style="list-style-type: none"> • Represent and promote Waterton Academy Trust values internally and externally • Ensure that all stakeholders receive an excellent customer service experience in all dealings with you and with Waterton Academy Trust • Deliver your day-to-day duties consistently with the agreed service level • Actively promote and act, at all times, in accordance with Trust policies, e.g. Code of Conduct, Health and Safety, Equal Opportunities and Safeguarding • Make a commitment and contribution to the overall ethos and values of the trust, upholding these in all activities connected with the role • Undertake other duties commensurate with the job level • Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct

Additional Information	The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.
Customers and Clients	To supervise and ensure the health and safety of children at all times.
Responsibilities for Resources:	<p>Employees (Supervision): None</p> <p>Financial: None</p> <p>Physical: Report any faults in equipment and resources to Breakfast Club Leader.</p>
Working Conditions	<p>The nature of the post may involve some ongoing physical effort for long periods e.g. standing or walking, awkward postures, pushing/pulling, lifting/carrying</p> <p>The post involves contact with people which through their circumstances or behaviour occasionally places emotional demands on post holder.</p> <p>Outdoor working conditions in dry weather & indoor working conditions in wet weather.</p>
Characteristics of the Post	<p>Employees are encouraged to participate in training activities in order to enhance their own personal development.</p> <p>The employment checks are required:</p> <ul style="list-style-type: none"> • Evidence of entitlement to work in the U.K. • Evidence of essential qualifications – see job specification • Two satisfactory references • Confirmation of medical fitness for employment • Registration with appropriate bodies (where applicable) <p>The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults: Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.</p>

Job Description – Lunchtime Supervisor

Job Title	Lunchtime Supervisor
Reporting to	Executive Headteacher/Head of School
Grade	Grade 2

Main Purpose	To assist with the supervision of pupils during lunch time periods.
Key Responsibilities	<ul style="list-style-type: none"> • To supervise children during meal breaks and to cut up food where appropriate. • To collect dinner tickets where necessary. • To supervise queues waiting to enter the dining areas. • To supervise children during meal breaks to ensure their welfare and safety is utmost and that good conduct is maintained at all times. • To supervise all areas both inside and outside where pupils congregate during lunch time. • To check that all pupils return to their classrooms. • To report all accidents to the Headteacher/ Class Teacher/ Senior Supervisor. • To ensure that persons on the premises who are not pupils are authorised. • To refer any cases of unacceptable behaviour to the Headteacher/ Senior Supervisory Assistant. • Supervise children when washing hands prior to the meal being eaten and assist children to put their coats on • Ensuring children's plates are clean and neatly stacked away. • Cleaning up spillages within the dining area. • Attend to children who are ill during lunch time - as and when required. • Report any problems to Senior Supervisor/ Headteacher. • Other duties commensurate with the grade of the post as directed by the Headteacher.
Expectations of All Employees	<ul style="list-style-type: none"> • Represent and promote Waterton Academy Trust values internally and externally • Ensure that all stakeholders receive an excellent customer service experience in all dealings with you and with Waterton Academy Trust • Deliver your day-to-day duties consistently with the agreed service level • Actively promote and act, at all times, in accordance with Trust policies, e.g. Code of Conduct, Health and Safety, Equal Opportunities and Safeguarding • Make a commitment and contribution to the overall ethos and

	<p>values of the trust, upholding these in all activities connected with the role</p> <ul style="list-style-type: none"> Undertake other duties commensurate with the job level Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct
Additional Information	The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.
Customers and Clients	Pupils at the school – looking after the welfare and discipline over the whole of the lunch break.
Working Conditions	<p>The nature of the post may involve some ongoing physical effort for long periods e.g. standing or walking, awkward postures, pushing/pulling, lifting/carrying</p> <p>The post involves contact with people which through their circumstances or behaviour occasionally places emotional demands on post holder.</p> <p>Outdoor working conditions in dry weather & indoor working conditions in wet weather.</p>
Characteristics of the Post	<p>Employees are encouraged to participate in training activities in order to enhance their own personal development.</p> <p>The employment checks are required:</p> <ul style="list-style-type: none"> Evidence of entitlement to work in the U.K. Evidence of essential qualifications – see job specification Two satisfactory references Confirmation of medical fitness for employment Registration with appropriate bodies (where applicable) <p>The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults: Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.</p>

Person Specification – Breakfast Club Assistant

AF: Application Form

OT: Occupational Task

CQ: Certificates/Qualifications

I: Presentation

I: Interview

R: Reference

Qualifications	Essential	Desirable	Assessed
Food Hygiene in Early Years Settings		X	AF
First Aid in Early Years		X	AF
NVQ 2 childcare qualification		X	AF
Experience	Essential	Desirable	Assessed
Caring/taking charge of groups of children	X		AF/I

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Knowledge	Essential	Desirable	Assessed
Knowledge of Healthy eating	X		AF/I
Childcare Supervision	X		AF/I
Relevant knowledge of first aid	X		AF/I
Physical Skills	Essential	Desirable	Assessed
Be physical able participate in play and active-based learning	X		AF/I
Accurate record keeping where applicable	X		AF/I
Additional Requirements	Essential	Desirable	Assessed
Ability to work on own initiative and as part of a team	X		I
Confidentiality must be respected at all times.	X		I
To be a positive role model and show a caring and understanding approach to children.	X		I
Suitability to work with children and young people	Essential	Desirable	Assessed
Satisfactory DBS disclosure and standard Trust pre-secondment checks	X		AF, R, I
Ability to work in a way that promotes the safety and well-being of learners	X		AF, R, I

Person Specification – Lunchtime Supervisor

AF: Application Form
OT: Occupational Task

CQ: Certificates/Qualifications
I: Presentation

I: Interview
R: Reference

Qualifications	Essential	Desirable	Assessed
Support Work in Schools (S.W.I.S.) Level 2		X	AF/CQ
Level 2 Numeracy/ Literacy or willingness to work towards		X	AF/CQ
Knowledge and Understanding	Essential	Desirable	Assessed
Decision making when to intervene to prevent children injuring themselves or others	X		AF/I
When to refer cases of unruly behaviour to the Headteacher	X		AF/I
Willingness to participate in the development and training of pupils	X		AF/I
Basic Numeracy/ Literacy Skills	X		AF/I
Appropriate knowledge of First Aid	X		AF/I/CQ
Knowledge of basic hygiene procedures		X	AF/I/CQ
Personal Attributes	Essential	Desirable	Assessed

Communication skills	X		I
Team working skills	X		I
Supervisory skills	X		I
Caring skills	X		I
Very high levels of concentration & alertness required	X		I
Very high levels of emotional demands	X		I
Suitability to work with children and young people	Essential	Desirable	Assessed
Satisfactory DBS disclosure and standard Trust pre-secondment checks	X		AF, R, I
Ability to work in a way that promotes the safety and well-being of learners	X		AF, R, I

Next Steps

For further information about the opportunity please contact the school office on 01924 967613, or email normantonjunioroffice@watertonacademytrust.org

To Apply

Please submit applications via My New Term.

Selection Timeline

Closing Date: Monday 12th January 2026 – midday

Shortlisting: Tuesday 13th January 2026

Interviews: Friday 16th January 2026

Start Date: ASAP

Waterton Academy Trust is wholly committed to ensuring children and young people are fully supported and safe. We are dedicated to the safeguarding of all children and young people whilst promoting their welfare and expect all staff and volunteers to share this responsibility. An enhanced DBS check is required for the successful candidate, this process is completed by an online third party company. The position is also subject to two satisfactory references. Shortlisted candidates will be asked to provide details of any unspent convictions and those that would not be filtered, prior to the date of interview. We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on request. Waterton Academy Trust is wholly committed in ensuring that all employees, future employees and applicants are treated equally regardless of age, disability, gender reassignment, marriage and civil partnership, maternity, race, religion and belief, sex and sexual orientation.

It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.