



Application Pack

Lunchtime Supervisor
Waterton Assessment Centre



Job Title	Lunchtime Supervisor
Salary & Grade	G3 actual £4,193-£4,258 (FTE £24,796-£25,185) plus SEN allowance
Contract	Part time 7.5 hours per week, term time only
Reporting to	Head of specialist provisions
Start Date	ASAP

Dear Applicant

Thank you for your interest in the role of Lunchtime Supervisor.

We are delighted to be looking to appoint a committed and experienced Lunchtime Supervisor to join the staff team at Waterton Assessment Centre which is based in the Barnsley district.

To join on us on this exciting journey, we are seeking practitioners with expertise in supporting children, or a willingness to develop within this area, with a range of additional and complex needs, particularly those with ASD and social communication/interaction difficulties. We are seeking applicants with experience of working with a range of communication interaction strategies and communication systems such as Pictorial Exchange Communication Systems (PECS) and Makaton signing systems and experience of working with bespoke/personalised curriculums to meet individual need.

The whole staff team work in a positive and collaborative environment where the needs of the children are at the heart of all best practice and decision-making. This is an exciting opportunity to be part of a strong and dedicated team who are committed to high standards and creating an inclusive learning environment for all children.

We look forward to receiving your application.

Warm Regards,

Laura Thresh

Head of SEND and Inclusion

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.

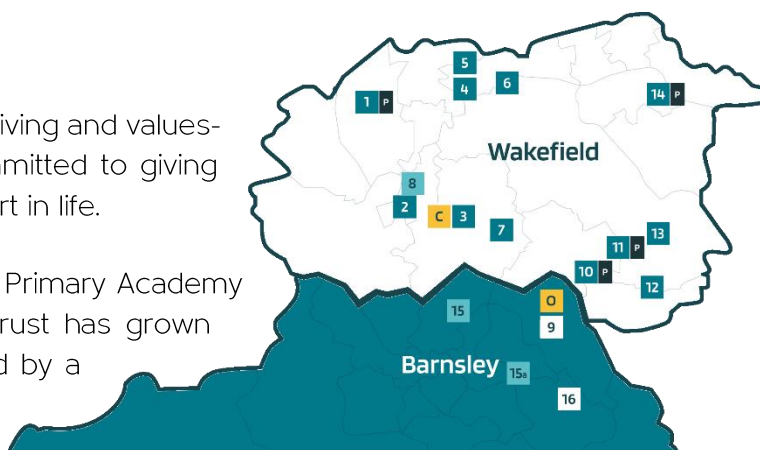
We work across two key regions - Wakefield and Barnsley - and are proud to be seen as a trusted and collaborative presence within the wider education system. All our schools are primary-phase, and collaboration sits at the heart of how we work. Our Trust continues to grow, with King's Oak Primary joining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

We are looking for skilled and dedicated staff to form our hardworking team on our journey offering unique and exciting opportunities to develop innovative ways of working.

We have grown our specialist provisions and offer over the last 4 years. We are proud of our work in this area.

Our SEN unit at Churchfield Primary was our first specialist setting opening in 2021.

Newstead Academy officially opened in September 2023 as our first stand alone Specialist setting. At Newstead, we are committed to creating an inclusive environment where every student can thrive and truly be the very best that they can be. In September 2024 we opened Newstead Hunningley, a satellite provision of Newstead. In September 2025 we opened our Wakefield site Hammer Lane.

Our specialist provisions provide an excellent learning environment for children who have complex communication and interaction difficulties and who have an EHCP (Education Health Care Plan).



Our vibrant provisions are child centred and innovative in its approach. This is an exciting opportunity for candidates who would like to become part of a dedicated multi professional team developing a creative engaging curriculum and a safe secure and happy environment for all.

We are very proud of our diverse and highly inclusive community. Candidates need to be committed to delivering the best learning opportunities for every child and remove the learning challenges some of our children face so that every child succeeds.

Our aim is to create a happy and inspiring environment with highly skilled and trained staff that help to support children to thrive and achieve their true potential in an environment that is best suited to their needs.

We are looking to form a team of highly skilled staff who work tirelessly to ensure successful outcomes and enjoyable learning experience for our children, a team that truly embodies the values of the organisation and are extremely committed to providing a happy, engaging, and safe environment for all.

We are looking forward to welcoming new members of the team to this role. With such a supportive team, you will soon feel like you have been here forever!

Yours sincerely

Laura Thresh
Head of SEND
and Inclusion

Sharon Wainwright
Head of Specialist
Provisions

Chris Kirby
Head of Specialist
Provisions

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.

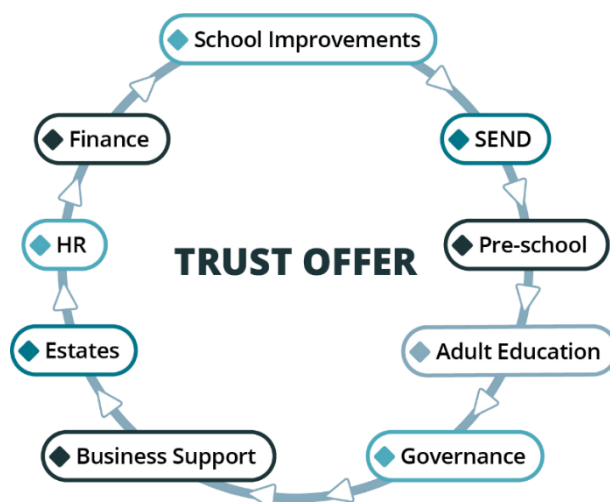


Trust Offer

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 – Lunchtime Supervisor

Job Title	Lunchtime Supervisor
Reporting to	Head of Specialist Provisions
Grade	G3

Main Purpose	To assist with the supervision of pupils during lunch time periods
Key Responsibilities	• 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 (in Nursery, primary, Junior and infant schools) • 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	• 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.
Working Conditions	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 The post involves contact with people which through their circumstances or behaviour occasionally places emotional demands on post holder. Outdoor working conditions in dry weather & indoor working conditions in wet weather.
Characteristics of the Post	Employees are encouraged to participate in training activities in order to enhance their own personal development. The employment checks are required: • 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) 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.

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
Experience in relevant discipline		X	AF/CQ
Experience	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
Skills	Essential	Desirable	Assessed
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
Other	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 school on 01924 967610 or NewsteadSEND.office@watertonacademytrust.org

To Apply

Please submit applications via My New Term.

Selection Timeline

Closing Date: Monday 28th September 2026 - midday

Shortlisting: Monday 28th September 2026

Interviews: Wednesday 30th September 2026

Interview Location: Newstead Academy, Newstead Road, Barnsley, S71 3NA

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.