



APPLICATION PACK

Break and Lunchtime Supervisor
Date: March 2026

Respect - Ambition - Responsibility



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- **Submit your application by 9am on 27th February 2026**
- **If you have any queries regarding the application process please contact our HR on hr@moorend.spacademies.org**
- **Closing date for applications: 9am on 27th February 2026**
- **Interviews: Week beginning w/c 9th March 2025**



WELCOME

Dear Potential Colleague,

Firstly, thank you for your interest in working at Moor End Academy, a proud member of the highly regarded South Pennine Academies. If you're impressed by our work, understand our vision, and want to be a part of our high performing and accredited world class academy, then we are keen to hear from you.

We are looking for a passionate, energetic and dedicated candidate with a strong character and someone who has the ability to motivate and inspire our students to achieve their full potential. Most importantly, we are keen to hear from candidates that are driven by a strong sense of purpose and the genuine ambition to help the academy maintain its high standards and world class ethos.

If this is a position that appeals to you and you have the passion to make a positive difference to the life chances of our students, we would very much look forward to hearing from you.

If you wish to discuss any of the opportunities we have on offer, please contact us at HR@edu.moorend.org or call 01484 222 230 and visit our website to learn more about life at MEA.

Yours faithfully,

Mrs Natasha Carman
Principal

ABOUT MOOR END ACADEMY

OUR VISION AND VALUES

Our **vision** is to maximise every child's potential to ensure we can say

"WE GAVE EVERY STUDENT THEIR GCSE PASSPORT TO SUCCESS."



Our core **values** of Respect, Ambition and Responsibility underpin everything that we do, and we passionately believe that, as educators, we have the power and responsibility to inspire our students to be the best they can be - to enable our learners to pursue their dreams and become the leaders of tomorrow.

WHY JOIN US

- Relationships:** Positive relationships, mutual respect and the promotion of an ambitious school culture are at the core of what we do each and every day.
- Orderly environment:** The academy is a highly orderly environment and students conduct themselves well throughout the day embodying our three core values.
- High performing:** We are an exceptionally high performing school with a Progress 8 score which is well above national.
- Leadership:** Senior leaders are highly visible, supportive and have an open-door policy.
- Morale:** Our staff are buoyant in their attitudes and morale is high.
- High expectations:** There is a tangible culture of high expectations; teachers can teach, and students can learn.
- Attendance:** Students enjoy coming to school and attendance is well above national.
- World Class:** We are an accredited 'World Class' academy and have held this quality mark since March 2022.
- CPD:** We have achieved the 'Gold' CollectivED: Coaching, Mentoring and Professional Learning in Education Award.
- Wellbeing:** We take a whole school approach to mental health and wellbeing and have achieved the CollectivED 'Gold' accreditation in recognition of our holistic offer, and strong practice.



[Video Link](#)



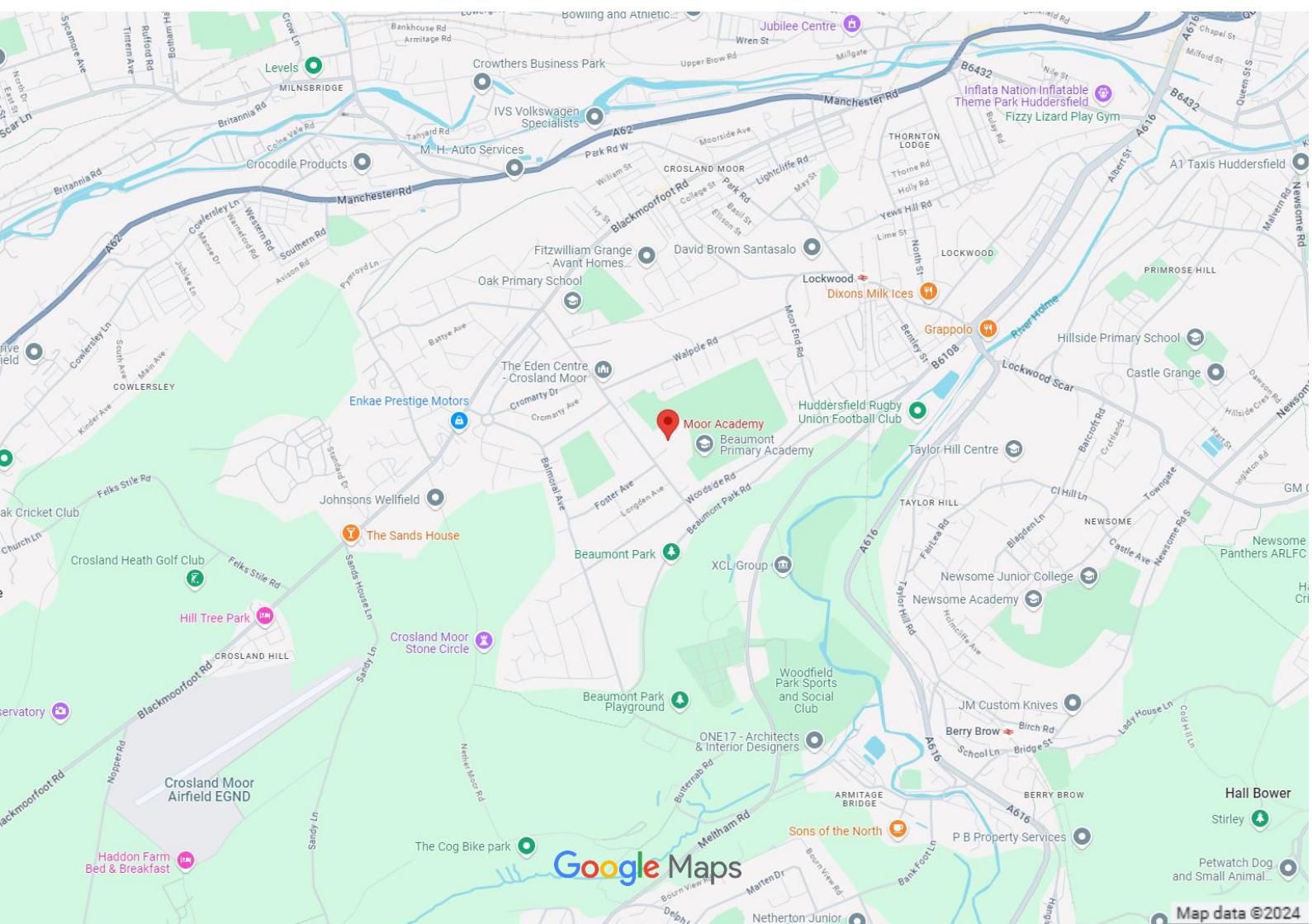
OVERVIEW OF THE DEPARTMENT:

As a member of our dedicated department, you will play a pivotal role in motivating, empowering and guiding our students to reach their full potential - as well as being part of a forward thinking and innovative team who have a fully embedded curriculum with long, medium and short term plans in place.

You will join a team of 6 dedicated members of staff which includes a senior break/lunchtime supervisor.

If you're enthusiastic about this role, understand our vision, and want to be part of our exceptional academy, then we would welcome your application.

HOW TO FIND US



HOW TO APPLY

Thank you for taking time to read about the academy and Trust. If you wish to apply you should:

- Complete the application form fully, via My New Term www.mynewterm.com ensuring all details are accurate and all declarations are signed.
- Please ensure you enclose at least two professional referees with one being your current employer and any other employers in the last two years (with professional email addresses if possible).

The academy is committed to safeguarding and promoting the welfare of all students, and staff must share this commitment. Appointment is subject to a satisfactory enhanced Disclosure & Barring Service check and the Academy's Safer Recruitment policy and procedures. Please note two references will be taken up prior to the interview process; please ensure your referees are prepared and aware of your application.



JOB DESCRIPTION

Break and Lunchtime Supervisor

Reporting To: Assistant Principal

Salary: Grade 5 SCP5 £9,650.32

Term: Part Time

Location: School based

PURPOSE OF POST

Working as part of a team to be responsible, through the Senior Lunchtime Supervisor and/or Lunchtime Manager for the supervision of students on the school site throughout the morning and midday break (the interval between the close of morning school and the re-commencement of school in the afternoon).

Assist to secure the health, safety, welfare and good conduct of students, and good behaviour in accordance with the practices and procedures of the school.

KEY AREAS

1. Supervision of students on school premises
2. Promoting Positive Behaviour
3. Promoting Personal and Social Skills
4. Appropriate Communication
5. General

DUTIES AND RESPONSIBILITIES

1.0 Supervision of students on school premises

- 1.1 To supervise areas, both indoors and outdoors, where students congregate during lunchtime, maintaining Health & Safety practices.
- 1.2 Taking account of relevant practices and procedures, to supervise and monitor activity areas, corridors, toilets, classrooms etc as required.
- 1.3 To supervise students eating their meal on school premises, in specified areas set aside for dining purposes including issues such as dealing with spillages.
- 1.4 To supervise queues waiting to enter specified dining areas.
- 1.5 To undertake the personal care of students including toileting, dressing, sickness, as appropriate.
- 1.6 Where required, to assist in the bringing food to, and feeding students unable to feed themselves.

2.0 Promoting Positive Behaviour

- 2.1 To encourage positive behaviour through implementation of school's behaviour policies and practices and dealing with incidents as directed.
- 2.2 To encourage student's understanding and knowledge of the impact of their actions within the remit of Health and Safety.
- 2.3 Within the parameters of school's positive behaviour practices and procedures, assist as appropriate to promote the maintenance of Health and Safety.
- 2.4 To provide information to the Senior Supervisor and/or Lunchtime Manager for the recording of incidents or occurrences.

3.0 Promoting Personal and Social Skills

- 3.1 To encourage students to maintain hygiene standards eg. washing hands after toileting.
- 3.2 To encourage students to leave all areas in a tidy condition.
- 3.3 To encourage good relations between students and adults through informal discussion.
- 3.4 To encourage and develop social skills such as mutual respect and trust.
- 3.5 To be aware of cultural and social factors which may have an effect on the supervision of the students.

4.0 Appropriate Communication

- 4.1 To report accidents or other occurrences such as child protection issue immediately to the Senior Supervisor and/or Lunchtime Manager.
- 4.2 As necessary, pass on verbal or written information to the Senior Supervisor, Lunchtime Manager or appropriate staff.
- 4.3 To liaise with kitchen staff as appropriate for issues related to lunchtime supervision.

5.0 General

- 5.1 To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the post holder's supervisor from time to time, in consultation with the post holder.
- 5.2 The post holder's duties must at all times be carried out in compliance with the Academy's Equal Opportunities Policy and other policies designed to protect employees from harassment.
 - a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.

- b) Co-operate with management of the Academy as far as is necessary to enable the responsibilities placed upon the Academy under the Health and Safety at Work Act to be performed, eg operate safe working practices.
- c) It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards employees, including those who may be for example from minority ethnic communities, women, disabled or older people, lesbians or gay men.
- d) The post holder should also counteract such practice or behaviour by challenge or reporting it.
- e) Other areas/duties as directed by the Principal.

To play a key part across the secondary trust academies as required by the Executive Principal to undertake a supportive, collaborative and partnership approach to school improvement

As part of your wider duties and responsibilities, you are required to promote and actively support the Academy's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.

PERSON SPECIFICATION

E = Essential
D = Desirable

A = Application Stage
I = Interview and Assessment stage
R = References

Relevant Experience

Experience of working with students	D	A,I
Experience of encouraging the development of relationships between students	D	A,I

Education & Training Attainments

First Aid Qualification	D	A
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General & Specialist Knowledge

Basic Health and Safety Awareness	E	A,I,
Knowledge of and commitment to the Academy's Equal Opportunities Policy	E	A, I

Skills & Abilities

The ability to relate to pupils from diverse ethnic/social backgrounds	E	A,I
Verbal communication skills in order to liaise with pupils and other staff members	E	A,I
The ability to react in a positive manner to difficult situations which may arise amongst students	E	A,I
Ability to keep problems in perspective and be patient	E	A,I
Able to read and understand simple verbal and written instructions	E	A,I
Ability to work with students exhibiting behaviour difficulties	E	A,I

E = Essential
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Any additional factors

Prepared to undertake specific training where relevant for the post

E **A,I**

Commitment to ongoing personal training and development

E **A,I**



SAFEGUARDING NOTICE

Important Safeguarding notice/ Statement of Intent

As part of your wider duties and responsibilities you are required to promote and actively support the Trusts 'responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable

South Pennine Academies is committed to ensuring a culture of safer recruitment and as part of that implement recruitment procedures that deter, reject or identify people who might abuse children. All Academies across the Trust adopt a consistent and rigorous approach in the recruitment and selection processes, with the aim of ensuring that those recruited are suitable for such an important and responsible role. The purpose of safer recruitment is ultimately to:



- Deter: From the beginning of the recruitment process, it is important to send the right message – that the organisation has a rigorous recruitment process and does not tolerate any form of abuse. Wording in adverts and recruitment information must aim to deter potential abusers.
- Identify and Reject: It will not always be possible to deter potential abusers. Therefore, careful planning for the interview and selection stage, in terms of asking the right questions, setting appropriate tasks and obtaining the right information can assist in finding out who is suitable for the role and who is not.
- Induct: Induction is an essential part of our recruitment process, we ensure that comprehensive induction processes are in place, together with appropriate policies and procedures, raising awareness through staff training and generally developing and maintaining a safe culture within the organisation will all help to prevent abuse or identify potential abusers. Academy is committed to safeguarding and promoting the welfare of all students and staff must share this commitment. Appointment is subject to a satisfactory enhanced Disclosure & Barring service check and the Academy's Safer Recruitment policy and procedures. Please note two references will be taken up prior to the interview process, please ensure your referees are prepared and aware of your application.

The intention of this policy is to ensure that all stages of the recruitment process contain measures to deter, identify, prevent and reject unsuitable people from gaining access to pupils within the organisation. The policy and the practical implementation of recruitment and selection processes also aim to meet all legislative requirements, any statutory or other guidance that may from time to time be issued in order to keep children safe and safer recruitment in education, as well as principles of general good practice.

As part of our shortlisting process, in accordance with KCSIE Guidance, an online search will be completed on all shortlisted candidates.

Equality

The Board of Trustees and school are committed to a policy of equality and aims to ensure that no employee, job applicant, pupil or other member of the school community is treated less favourable on grounds of sex, race, colour, ethnic or national origin, marital status, age, sexual orientation, disability or religious belief. Any behaviour, comments or attitudes that undermine or threaten an individual's self-esteem on these grounds will not be tolerated.

We aim to provide equal access to high quality educational opportunities and to ensure that everyone feels that they are a valued member of the school community. We seek to provide a safe and happy environment where all can flourish and where cultural diversity is celebrated.

Disabled applicants

Disabled applicants are guaranteed an interview if they meet the essential requirements of the Personnel Specification. As an equal rights employer our school is committed to make any necessary reasonable adjustments to the selection process, the job role and the working environment that would enable access to employment opportunities for disabled people. Where a disabled applicant is being assessed the selection panel's decisions will be based on an assessment of that person's expected capabilities once reasonable adjustments have been made.

Privacy notice

Our school aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) (EU 2016/679) and the provisions of the Data Protection Act 2018 (DPA 2018). This policy applies to all personal data, regardless of whether it is in paper or electronic format. For further information please see the full privacy policy on our school website.



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Website: www.moorend.org



PARTNERS OF THE SPA TRUST

South Pennine Academies is a charitable multi academy trust established in 2012. We currently work with eleven primary and secondary converter and sponsored academies located in Calderdale, Kirklees and Oldham. The Trust also operates Huddersfield Horizon SCITT, rated a good ITT provider by Ofsted.

The team at South Pennine Academies are committed to delivering school improvement through the development of effective partnerships with our academies, the communities we serve and external organisations. Our academies are an integral part of their local communities. We value the diversity and distinctive opportunities that working within our local communities brings. Development of local solutions to meet local needs is a key aspect of our work.

BENEFITS OF JOINING THE TRUST:

- **Professional Development** - The Trust is committed to developing all staff within their roles and creating continued fantastic opportunities for further career progression.
- **Pension** – Every employee of South Pennine Academies has access to the Teachers' Pension Scheme or the Local Government Pension Scheme.
- **Wellbeing Benefits** – Through our wellbeing provider, Smart Clinic, staff can access a number of generous wellbeing benefits including physiotherapy, 24-hour GP helpline, cancer support, stress counselling support and weight management.
- **Free Will writing service** – Provided via solicitors Dunham McCarthy – a free and completely confidential service for all SPA employees. The free service is provided remotely, either by telephone or video call, at a time to suit you. You will have an adviser to help you complete each step from start to finish.
- **Cycle to Work Scheme** – The Trust has registered to join this scheme as a provider for staff to be able to take advantage of the salary sacrifice tax-relief arrangement. For more information, eligibility criteria and details of how to apply, please contact the central HR team.
- **Annual Flu Vaccinations** – Annual Flu vaccinations offered to staff either by visit from nurse on site or via vouchers, accepted at various GP surgeries or pharmacies
- **Flexible Days** – Our Trust is trialing a Scheme which allows all staff up to 2 days paid time off during term time for life events



Moor End Academy

