



Victoria  
ACADEMIES TRUST

**Lunchtime Supervisor**

# **Recruitment Pack**

Full time and permanent from May 2026

Band B SCP 4 £25,185 FTE (Actual Salary £4,457)

Web: [victoriaacademiestrust.org](http://victoriaacademiestrust.org)

Email: [enquiry@victrust.org](mailto:enquiry@victrust.org)

X @VicAcademies

#BeTheBestYouCanBe

# Welcome From the CEO

## Thank you for your interest in joining the team at Victoria Academies Trust.

I am delighted that you are interested in working with us. Victoria Academies Trust is a primary only trust based in the West Midlands consisting of a mix of sponsor, converter and free schools. We currently have ten schools open; nine mainstream and one special school.

Victoria Academies Trust was set up in 2014 up with the sole aim 'to make our people the best they can be'. We are passionate about making a difference to the lives of our pupils,

families and colleagues. We want to inspire our young people to achieve more than they imagine possible, and having the right people in every role across our schools is an important part of making our vision become reality.

We have a strong board of Trustees who work closely with the trust executive team to focus on our goals of investing in our school communities, growing and valuing our colleagues and preparing our children for the

future. This ensures that our schools are on a continual journey to the best they can be. We currently educate over 3200 pupils across

the primary age range, and employ over 500 colleagues across our schools and in our Trust Central Team.

We may be ten schools, but our vision and values run through our Trust and we truly as a family, united in our ambition for our people 'To Be The Best They Can Be'.

## The opportunity:

We are looking to recruit a permanent, full time Lunchtime Supervisor at Elm Tree Primary from June 2026

Full downloadable recruitment forms can be found on our website at [Job Vacancies \(victoriaacademiestrust.org\)](https://victoriaacademiestrust.org)

We are committed to flexible working and are happy to have discussions with prospective candidates.



**Sharron Philpot**

**CEO**

**Victoria Academies Trust**



# About Us

Our

## Mission

*Our mission is our reason for being - it is simply: to make our people the best they can be.*

Our people are our colleagues, our pupils, our governors and our school communities – we work with and empower our people to be the best they can be.

Our

## Vision

*Our vision is the picture we paint, the future we want to create, based on our mission.*

We are a family of schools, united in our passion for inspiring pupils to achieve more than they imagine possible.

We have a positive influence on children's lives in areas where we can make the most difference.

We are ambitious for our children. Our high expectations of them, the memorable experiences and opportunities they have in our schools, along with the kindness and compassion which is at the centre of our Trust means that they will be successful in whatever they choose for their future.

We are at the heart of our communities; a place where local people can turn to for help, support and guidance, working with us for the greater good of our shared community.

We are aspirational for our people, who are given opportunities to grow, develop and become experts in their chosen fields.

Our people feel valued and supported; they show ambition, courage and resilience, but most of all are kind and respectful.

# Our Values

Our Values are important to us and guide our behaviours, our relationships and the way we work together. They define how we want to be.

These values of **Unity, Integrity, Courage, Curiosity and Excellence**, along with our commitment to strong ethical leadership ensure that we build a positive and powerful legacy to be proud of.



## Unity

We know that by working together, we are stronger than working alone. We work together as a family, united in our shared responsibility to achieve our mission.



## Integrity

We show integrity by being honest, truthful, and transparent; always doing what we believe is right and true. We show kindness and respect by treating others with dignity, empathy, and understanding.



## Courage

We show courage by being ambitious, challenging ourselves and others to achieve more. We take on challenges with enthusiasm, determination, and resilience, learning from failures.



## Curiosity

We show curiosity by having a passion to learn, explore, and discover new things and new ways of working. We are innovative and ambitious, always seeking to be even better.



## Excellence

We have a strong commitment to continuous improvement, a willingness to learn and a dedication to becoming the best we can be.

# What we can offer you

Joining the Victoria Academies Trust means becoming part of a vibrant and dedicated community that is committed to ensuring colleagues are supported 'To Be They Best They Can Be'

This is what we can offer you:



## Competitive Pay Scales

- **Transparent Salary Framework:** We offer clear and transparent pay scales, aligned to government recommended pay, that reflect your experience and expertise.
- **Annual Pay Review:** Commitment to regular reviews to ensure our salaries remain aligned to government recommended scales for teaching and non-teaching staff.



## Professional Development

- **Tailored Growth:** Benefit from our bespoke professional development programmes, designed to help you reach your career goals.
- Access to over 100 tailored CPD courses through a mix of flexible webinars and online or face to face opportunities
- Opportunities to network with likeminded individuals- through networks, meetings and our annual Whole Trust Conference.
- **Leadership Opportunities:** With a clear pathway for progression, you have the chance to advance into leadership roles within our trust – teaching and non-teaching



## Generous Pension Scheme

- **Teachers' Pension Scheme:** Benefit from one of the most generous pension schemes in the UK.
- **Local Government Pension Scheme:** Our support staff are enrolled in the LGPS, which is a secure and flexible pension plan that provides a valuable package of retirement and death in service benefits
- **Employer Contributions:** We make significant employer contributions to your pension, helping you plan for the future with confidence.



## Well-being and Support

- **Work-Life Balance:** We support a healthy work-life balance with flexible working options and a commitment to you through our Flexible Working Policy and People Strategy
- **Health and Wellness:** Access to our comprehensive wellbeing and benefits scheme which includes counselling services, access to Doctor, Nurse and Physio support, online wellbeing and exercise sessions, discounts on gym membership, cycle to work scheme and lifestyle voucher scheme
- Paid expenses in line with HMRC guidance – and access to free parking on site at our schools
- **Dedicated technology** – To enable to fulfil your role effectively
- Dedicated shared working spaces allowing colleagues to collaborate and work in way that suits them
- Generous holiday allowance – many of our roles are term time only contracts



## Community and Culture

- **Collaborative Environment:** Thrive in our culture of teamwork and support, where ideas are shared and successes celebrated.
- **Community Impact:** Make a real difference in our local communities through various outreach and engagement activities and events

**We are proud to offer a fantastic and supportive working environment where our passion for inspiring our children to achieve more than they imagine possible is at the heart of everything we do.**

**If you're ready to make a significant impact and grow with us, we would love to welcome you to our team**

# Our Schools, Our Journey



**2012**

Victoria Park  
Primary becomes  
Victoria Park  
Academy



**2014**

Victoria  
Academies Trust  
founded



**2014**

Rowley Park  
Academy,  
Staffordshire join  
as first sponsor  
school



**2014**

Devonshire  
Infant and Junior  
Academies,  
Sandwell join as  
converter



**2017**

Birchen Coppice  
Academy,  
Worcestershire  
join as a sponsor  
academy



**2016**

Fibbersley Park  
Academy, Walsall  
join as a sponsor  
academy



**2015**

Northfield  
Manor Academy,  
Birmingham join  
as a converter  
academy



**2018**

Foley Park  
Academy,  
Worcestershire  
join as a converter  
academy



**2019**

Poppyfield  
Academy,  
Staffordshire  
opens as our first  
Free School



**2022**

Elm Tree  
Academy,  
Sandwell opens  
as our first SEND  
Free School



**2025**

Whitehall  
Nursery & Infant  
Academy join as  
converter school  
2025



# Role Overview

Lunchtime Supervisor – Elm Tree Primary Academy

Hours: 7.5 Hours per week - Permanent, Term Time only

Salary: Band B £25,185 FTE (Actual salary £5,319 per annum)

Elm Tree Primary Academy is a special school in Sandwell for autistic pupils with additional learning needs school in Sandwell, which is part of Victoria Academies Trust. The Trust aims to build a family of school who share a passion for powerful, immersive and creative learning.

We are looking to appoint a lunchtime supervisor to work within the school, who enjoys working with children, has a passion for supporting autistic children and wants to work as part of a friendly, enthusiastic team to ensure that dinner-times are meaningful enjoyable breaks.

## **We are looking for candidates who:**

Able to work as part of a team

Have a passion for working with autistic pupils

Will be able to support activities in the playground and dining hall

Energetic, positive and have the ability to work effectively as part of a team

Willing to expand their knowledge and expertise through additional training opportunities

Are willing to go the extra mile to make great things happen for our children

## **We can offer the successful candidates:**

A commitment to continuing professional development

A supportive and hardworking staff team

Happy to discuss flexible working

Access to our benefits programme Pluxee

If you would like more information and would like to apply, please follow this link:

<https://mynewterm.com/jobs/149156/EDV-2026-ETPA-98053>

Elm Tree Primary Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS disclosure. All shortlisted candidates will be subject to an online search as part of our recruitment process.

## **Rehabilitation of Offenders Act**

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Appointment to this post is subject to an enhanced DBS disclosure which confirms the appointee is not on the Children's Barred list being obtained. If you are shortlisted you will be asked to disclose any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)

Closing Date: 11/05/2026

Interviews: TBC





# Job Description

## Responsibilities of the role

### Lunchtime Supervisor

School	Elm Tree Primary Academy
Post title:	Lunchtime Supervisor
Responsible to:	Head Teacher
Remuneration:	Band B SCP 4 £25,185 FTE (Actual Salary £4,457)
Hours:	7.5 Per week, Permanent, Term Time only
Start Date:	May 2026

#### Job Summary

Working under the direction of the SLT and teachers to supervise children during the school lunch time.

#### Additional duties and responsibilities

Supervision of hand-washing before and after meals.

Escorting children to and from school to the dining room

Assisting the children with eating, use of cutlery, cutting of food, serving etc.

Supervision of return of table equipment to 'Returns' counter

Cleaning up any spillages etc in the Dining Room classroom and toilets

Supervision of children before and after the meal and playground duty

Support with personal care where required

Supporting children to engage and interact with others and resources outside

To participate in the operation of Victoria Academies trust appraisal process

1. It is your responsibility to carry out your duties in line with the Victoria Academy Trust's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.

1. Such other duties as may be appropriate to achieve the objectives of the post.

1. The post holder must at all times carry out his/her responsibilities with due regard to the trust and school policy, organisation and arrangements for Health and Safety at Work.

# Person Specification

## Lunchtime Supervisor– Elm Tree Primary

	Essential
<b>Qualifications &amp; Experience</b>	<p>Basic food hygiene (desirable)</p> <p>Experience of work in childcare context with Primary aged children.</p> <p>Experience working with children with additional needs would be desirable</p>
<b>Training</b>	<p>Willing to attend relevant training</p>
<b>Disposition</b>	<p>Good communication skills</p> <p>Reasonable level of Literacy skills</p> <p>Passion for working with autistic children and those with additional learning needs</p>
<b>Legal Requirements</b>	<p>All employees must adhere to the Regulations governing the Catering Service in Schools with particular reference to those relating to Food Hygiene and Health and Safety at Work.</p> <p>Enhanced DBS Check for Regulated Activity</p>

\*Note: Due to the nature of how a multi-academy trust operates there is an expectation that all staff are willing and able to travel across the MAT (via their own car) to provide school-to-school support from time to time, as required. This means that a clean driving licence and acceptance of these terms is essential. Travel expenses will be reimbursed at the agreed rate.



## Safeguarding

Victoria Academies Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects our staff and volunteers to share this commitment. Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service, and comply with the Safeguarding Policy and child protection practices of the Trust.

## Equalities:

Victoria Academies Trust has a strong commitment to achieving equality of opportunity in its academies and in the employment of people. The post will ensure that the Trust meets its statutory obligations in relation to all aspects of equalities legislation.

## Flexible Working:

Victoria Academies Trust is committed to ensuring that all colleagues have working conditions that meet their own needs, as well as the needs of their schools and children. Details of our Flexible working policy can be found on our website: [VAT-Flexible-Working-Policy-v1.0-.pdf](#) ([victoriaacademiestrust.org](http://victoriaacademiestrust.org))



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