



# Application Pack

Lunchtime Supervisor



<b>Job Title</b>	Lunchtime Supervisor
<b>Salary &amp; Grade</b>	G2 Actual £4,128 (FTE £24,413)
<b>Contract</b>	Permanent, 7.5 hours per week, term time only
<b>Reporting to</b>	Executive Headteacher / Head of School
<b>Start Date</b>	ASAP

## Dear Applicant

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

If you are an ambitious, talented and highly motivated Lunchtime Supervisor 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 Kings Meadow Academy could be the school for you!

King's Meadow Academy is an average sized school and joined Waterton Academy Trust in 2018. The Trust consists of 13 primary phase schools, 2 Assessment Resource Units and 4 Pre Schools in the Wakefield and Barnsley area. As part of this Trust both staff and children enjoy varied opportunities for collaboration in all areas of the curriculum.

The school is committed to providing a stimulating, creative environment so that all children enjoy learning, make outstanding progress and reach their potential. By offering an engaging and language rich curriculum, the school is constantly striving to provide high-quality learning opportunities which challenge and inspire all our pupils.

This is an excellent opportunity for an ambitious and talented individual to take a key role in our team. We are looking for someone with a genuine passion for education – someone who is driven to make a difference to the lives of the children they work with.

We look forward to receiving your application.

Warm Regards,

Lauren Penny

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.

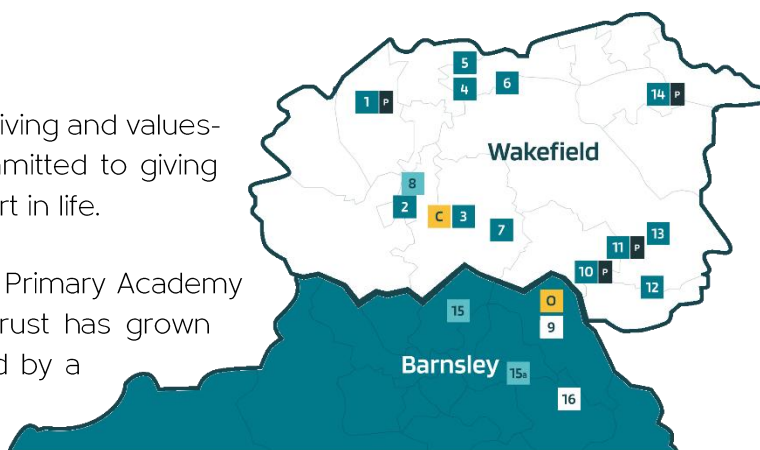
We work across two key regions - Wakefield and Barnsley - and are proud to be seen as a trusted and collaborative presence within the wider education system. All our schools are primary-phase, and collaboration sits at the heart of how we work. Our Trust continues to grow, with King's Oak Primary joining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

Are you a classroom champion with the power to inspire? Do you have what it takes to engage, challenge, and motivate our amazing young people? Are you resilient enough to thrive in a supportive community school that's rapidly rising to excellence?

If so, we can't wait to hear from you!



King's Meadow Academy is a vibrant Primary School nestled in the heart of Kinsley. Since joining our Trust in 2018, we've undergone a remarkable transformation. Through the dedication and passion of our entire team, we've moved from challenging circumstances to a school that's making impressive strides in all key areas.

We're excited to offer an outstanding opportunity for a talented Lunchtime Supervisor to join our team.

Thank you for considering our school. Our leadership team believes in being accessible and supportive. We respect teaching as the sophisticated craft it is and invest significantly in professional development for all colleagues, whether you're just starting out or are an experienced educator.

Our curriculum is dynamic and immersive, designed to help children meaningfully connect with their learning. The wonderful children and families we serve are what give our school its unique character and make it such a rewarding place to work.

While our team is rightfully proud of how far we've come, we're just getting started! We have ambitious plans to ensure every child who passes through our doors has the best possible foundation for success here, at secondary school, and throughout life.

Ready to join a fast-paced, positive environment backed by supportive leadership and an innovative trust? We're looking forward to receiving your application!



King's Meadow has become the most friendly, welcoming and supportive school that I have taught at so far. The staff work as a team to provide the very best education for our children, and it is a privilege to be part of this. Each day, the children astound me with their enthusiasm, their politeness and how well-mannered they are.

**Mrs Moore**  
**EYFS Lead**

## About Our School

At King's Meadow Academy, we've created a genuine transformation that you can feel the moment you walk through our doors. Our whole-school approach to behaviour has cultivated a calm, focused, and purposeful learning environment where children can truly flourish. As a highly inclusive school, we emphasize positive reinforcement with clear rewards and consequences—you should see how enthusiastically our children collect their Dojo points and use their Safe Hands around school!



We're constantly evolving to deliver exceptional learning experiences that capture imaginations and stretch abilities. Our refreshed curriculum isn't just designed by leadership—our teaching staff actively shape it and other key aspects of school life. This collaborative approach is at the heart of everything we do. We firmly believe (with full backing from our Waterton colleagues) that "collaboration is the stuff of growth."



Investment in our people isn't just talk—it's action. We currently have leaders pursuing NPQ qualifications and our first cohort of Teaching Assistants working toward Level 5 apprenticeships. We're active participants in the

Reading Fluency strategy, implementing evidence-based practices that make a real difference in the classroom.

Our passionate, dedicated staff team creates a space where children feel safe to be curious, reflective, and take measured risks—building the resilience they'll need throughout life. Our curriculum doesn't just deliver knowledge; it nurtures the whole child.

While our academic journey has been remarkable, we're equally focused on strengthening our community connections. Building positive relationships with parents and carers isn't an afterthought—it's essential to supporting each child's learning journey.

We take pride in our strong parent partnerships and are committed to being a vibrant hub within our local community. At King's Meadow Academy, we're not just teaching children; we're helping shape the future of Kinsley.

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The children are amazing and make all our hard work worthwhile. It's a strong team who are dedicated to improving school opportunities for our children and families.

**Miss R Peace**  
**Class Teacher**

**Lauren Penny (*Executive Headteacher*)**  
**Kerry Williams-Kendall (*Head of School*)**



## Why Choose King's Meadow Academy?

King's Meadow is buzzing with energy and packed with opportunity! There's never a dull moment in our vibrant school where fresh ideas take flight every day.

Our leadership team gets it—teaching isn't just a job, it's an art form. That's why we make sure our staff have the breathing room, tools, and backup they need to really shine at what they do.

You should see our positive reward system in action! It's not just something we talk about—our kids and staff have totally embraced it, creating an atmosphere where achievements (big and small) are celebrated all day, every day.

Our parents are genuinely amazing too. They've not only supported our journey but have become our biggest cheerleaders as they've witnessed the incredible changes we've made together.

We're heading somewhere special, and we want passionate, can-do people who don't give up when things get tough to join our team. If you bring your A-game and believe in making a real difference, you'll fit right in at King's Meadow Academy!



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.



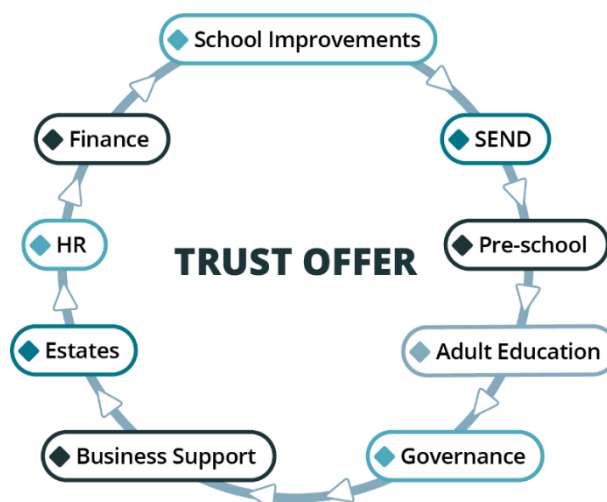


## Trust Offer

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 2024, please read our annual report to stakeholders on the Trust website.**

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

## Job Description – Lunchtime Supervisor

<b>Job Title</b>	Lunchtime Supervisor
<b>Reporting to</b>	Headteacher
<b>Grade</b>	Grade 2

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

<b>Additional Information</b>	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.
<b>Working Conditions</b>	<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 &amp; indoor working conditions in wet weather.</p>
<b>Characteristics of the Post</b>	<p>Employees are encouraged to participate in training activities in order to enhance their own personal development.</p> <p><b>The employment checks are required:</b></p> <ul style="list-style-type: none"> <li>• Evidence of entitlement to work in the U.K.</li> <li>• Evidence of essential qualifications – see job specification</li> <li>• Two satisfactory references</li> <li>• Confirmation of medical fitness for employment</li> <li>• Registration with appropriate bodies (where applicable)</li> </ul> <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 – Lunchtime Supervisor

AF: Application Form

OT: Occupational Task

CQ: Certificates/Qualifications

I: Presentation

I: Interview

R: Reference

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
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
<b>Knowledge and Understanding</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
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
<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
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
<b>Suitability to work with children and young people</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
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 967607 or email [kingsmeadowoffice@watertonacademytrust.org](mailto:kingsmeadowoffice@watertonacademytrust.org)

## To Apply

Please submit applications via My New Term.

## Selection Timeline

**Closing Date:** Wednesday 4<sup>th</sup> February 2026 - midday

**Shortlisting:** Wednesday 4<sup>th</sup> February 2026

**Interviews:** Monday 9<sup>th</sup> February 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.***