

Applicant Pack



Lunchtime
Supervisor

PROUD
TO BE
PART OF

THE
Pinnacle
LEARNING TRUST

www.pinnaclelearningtrust.org.uk



Welcome from the HR Central Services Team

We are delighted you have expressed interest in a vacancy with The Pinnacle Learning Trust. Please take the time to read the 'Join the Pinnacle Learning Trust' booklet available from our website, in order to understand the benefits of working for our trust and how you might support us in achieving our vision and values.

Should you have any questions regarding the position or the application form, please contact the Human Resources Department for assistance on 0161 287 8001.

Please ensure you submit your application by the closing date stated in the advert.

We cannot accept information held on CVs and therefore your application and accompanying statement must show all information about yourself and how you meet our requirements. The job description and person specification will assist you with this. Please provide a day-time contact number on your application form.

You should remember to include information on all your previous employment roles and qualifications gained from secondary school onwards, covering any gaps in employment which are longer than 2 months, detailing what you were doing during that time.

For teaching roles, please provide your results from the last three academic years, where available, together with your application form.

In the meantime, may we take this opportunity to thank you for your interest in working with us and we look forward to receiving your completed application.

Best regards,
HR Team

*If you require this or any of the documents in an alternate format please contact a member of the Human Resources Department.



About Hathershaw College

'Together we Succeed'

The Hathershaw college, based in Oldham , serves more than 1,000 pupils aged 11-16 years across 5 year groups. We are a founding member of The Pinnacle Learning Trust, established in September 2017, and a key driver in the Trust's mission to improve the lives and chances of young people in the local area.

We are an Ofsted recognised 'good' school, committed to high standards, and celebrating the diversity and uniqueness of everyone within our community. Our inclusive environment is built upon our core values, The Three Rs: Responsible, Respectful, and Ready to Learn.

Ofsted recognises that 'leaders have developed a broad and rich curriculum' for all pupils at The Hathershaw College. Our curriculum is designed to be challenging and diverse, ensuring students leave us with a wide range of knowledge. As a former technology college, most of our students take a technology subject for GCSE and this is a very successful area of the school.

The school has a successful personal development offer and is focused on developing the character of our students. We place high value on preparing our students for future success through a comprehensive Careers Education Package that meets all the Gatsby Benchmarks. Pinnacle Learning Trust also includes the successful Oldham Sixth Form College and we benefit enormously from this link.

We are committed to the success of our staff as much as our students. As part of The Pinnacle Learning Trust, our colleagues benefit from extensive support and high quality Professional Development with the support of the **Pinnacle Research School**. Access to INSET days, weekly in-house CPD sessions, and Trust-wide training ensures that you will be learning and developing throughout your career with us. We are also an executive partner in the East Manchester Teaching School Hub, which provides access to sector-leading, evidence-based training for both teaching and support staff.

We actively seek staff feedback to ensure The Hatherhaw College remains a place where our team feels valued and supported. We are delighted that the Pinnacle Learning Trust was winner of the **MAT Excellence Award for Wellbeing Trust of the Year 2025**, and has been recognised by **EduRio for a Trust Value Award** in 2025 for the second year running.

If you are looking to make an impact on the life chances of young people, we invite you to join our team at The Hathershaw College.

Job Description & Person Specification

JOB DESCRIPTION – LUNCHTIME SUPERVISOR

Main Purpose of the Post:

Responsible to the Hospitality Manager for the effective operation of school catering provision, by assisting with the dining room arrangements to support the raising of standards of student behaviour and improving student wellbeing.

Main Tasks:

- To liaise with the Vice Principal and Hospitality Manager.
- To operate in line with the ethos, culture, overall aims and policies of the school
- To consult/liaise with the Hospitality Manager, and Senior Team regarding issues of lunchtime supervision
- To ensure the smooth running of the canteen over lunchtime sessions
- To work with students to ensure a calm, sociable atmosphere over lunchtime
- To assist in the supervision of students back into class
- To encourage a positive approach with the students and maintain a supply of rewards.
- To try to deal with any problems but where necessary refer behavioural and First Aid problems to Senior school staff.
- To encourage activities during lunchtimes.
- To monitor and record where necessary, any specific problems
- To build up a positive relationship with the children.
- To note and report as necessary on matters affecting Health and Safety of persons on site.
- To ensure that school corridors and are kept tidy and free of litter
- To ensure that whole school grounds are litter free (2pm – 2.30pm duties)
- To ensure the kitchen facility and the staffroom is kept clean and tidy
- To work flexibly and undertake, when required other duties associated with supporting the needs of students/staff as may reasonably be determined by the Principal or his representative

Requirements of all Staff:

- To promote and uphold the Trust Mission Statement, values and strategic aims and objectives.
- To comply with the Trust's policies and procedures, including those relating to health and safety, safeguarding, welfare and security.
- To work positively and inclusively with colleagues, pupils, parents and other partners regardless of their gender, ethnicity, sexuality, age or disability.
- To attend briefings and staff meetings as required.
- To participate in the Trust's Performance Management Review scheme and undertake professional development and training as required.
- To be a positive role model and take responsibility for promoting good standards of behaviour and conduct in students.
- To undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Executive Principal.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Ensure any documentation produced is to a high standard and is in line with the agreed style.
- Promote their area(s) of responsibility within the school/academy and beyond.
- Represent the school/academy at events as appropriate.
- Support and promote the school ethos.

Reporting to: The Vice Principal & Hospitality Manager

Leadership

	Essential	Desirable	Method of Assessment
Experience			
Experience of working in Education		✓	Application/Interview
Skills and Knowledge			
Willingness to engage in relevant training and ability to improve own practice as a result.	✓		Application/Interview
Education and Qualifications			
Good Standard of Education	✓		Application
A good knowledge and understanding of safeguarding practices and procedures.	✓		Application/Interview
Attitude and Personal Qualities			
Accuracy and attention to detail	✓		Application/Interview/R eferences
Ability to work independently and as part of a team	✓		Application/Interview/R eferences
Confidence in your abilities to deal with problems as they arise in a professional manner.	✓		Application/Interview/R eferences
Ability to multi-task, work under pressure and meet deadlines	✓		Application/Interview/R eferences
A proactive approach and willingness to contribute to departmental improvements	✓		Application/Interview/R eferences
Good Interpersonal skills and ability to establish and maintain good working relationships with others.	✓		Application/Interview/R eferences
Patience and ability to remain calm	✓		Application/Interview/R eferences
An enthusiastic and flexible approach to working routines and practices	✓		Application/Interview/R eferences
Suitability to work with children	✓		Enhanced DBS clearance/References
Commitment to equality of opportunity and anti-discriminatory practice.	✓		Application/Interview
Sensitivity to community issues	✓		Application/Interview
Empathy with the age group and the provision of a quality service for young people	✓		Application/Interview

How To Apply

To apply, please click [here](#).

Additional Reasons to Join Us:

- Automatic enrolment into a Pension Scheme
- Various health and wellbeing benefits (including on site gym membership at Oldham Sixth Form College and The Hathershaw College)
- Employee Assistance Programme, offering health and wellbeing services
- Laptop/Chromebook allocated to teachers and support staff (if required)
- Cycle to work schemes available
- Free on-site parking
- Excellent opportunities for CPD and career development

Please see our Join The Pinnacle Learning Trust booklet for more reasons to work for the Pinnacle Learning Trust.

Commitment to Safeguarding

The Pinnacle Learning Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Applicants must be willing to undergo pre-employment checks. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. The Pinnacle Learning Trust is an Equal Opportunities Employer and welcomes applications from underrepresented groups and ethnic minorities.

“Educational organisations can often have a culture that is somewhat bureaucratic and punitive, but our trust isn’t like that. We have a human side, which we show in abundance, and we really support each other. Things like behaviour management, for example, are a team effort - no-one is just left on their own.”

Rebekah Sutcliffe, Trustee and former senior police officer and director in local government

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**To find out
more or to
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hr@pinnaclelearningtrust.org.uk

0161 287 8001

