



PRINCE REGENT
STREET TRUST

Application Pack

Hartburn Primary School

Lunchtime Supervisory Assistant

HARTBURN
PRIMARY SCHOOL



PRINCE REGENT STREET TRUST

Company Registered Number: 11474011 | CEO: Julia Armstrong
C/O Hartburn Primary School, Adelaide Grove, Hartburn, Stockton-on-Tees, TS18 5BS

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PRINCE REGENT STREET TRUST

Dear Candidate,

Thank you for showing an interest in our lunchtime supervisory assistant vacancy. Hartburn Primary is looking for a dedicated individual to help create a safe, calm and positive atmosphere during our lunch breaks. You'll play a key role in supporting pupils' wellbeing, encouraging good behaviour and helping children enjoy their playtime safely.

This is an exciting opportunity to be part of a school where inclusion, high expectations and a strong sense of community sit at the heart of everything we do. Hartburn is a remarkable school with a strong sense of community and an enviable culture of high expectations, resilience and opportunity. As part of Prince Regent Street Trust, Hartburn continues to build on a track record of success and sustained improvement. The school's most recent Ofsted inspection confirmed its continued effectiveness and strengths, reflecting the commitment and passion of its staff, Governors and wider school community.

We are looking for someone who:

- Is warm, approachable and enjoys working with children
- Can supervise and engage pupils positively during lunchtime activities
- Promotes kindness, respect and inclusion
- Works well as part of a team and shows initiative when needed
- Able to lead by example and will embody our Trust values.
- Committed to high standards and excellence. Hartburn is a high performing school, well renowned within the local community.
- Adept at building strong relationships with pupils and staff

Our Trust community is a wonderful place to be. You will be supported by an experienced school leadership team and colleagues from across the Trust who value your experience and will support your development. Your role in our Trust will not be a lonely job as we value individuals and relationships at every level. We very much look forward to hearing from you as you progress your interest in this post to an application.

Kind regards

Mrs Julia Armstrong – Chief Executive and Accounting Officer



PRINCE REGENT

STREET TRUST

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PRINCE REGENT

STREET TRUST

About us

Founded on the principles of the primary curriculum, the Prince Regent Street Trust is a group of six primary schools with a common purpose; through a vision centred on excellence, opportunity and partnership our children receive the educational experience they so richly deserve. The Prince Regent Street Trust is fundamentally one of sustainable school improvement.

At Prince Regent Street Trust, we recognise that every child is a unique individual and that every school serves a unique community. Developing and understanding the vision, values, strategy and culture of each school enables us to work in partnership with each member of the school community to ensure a bespoke, aspirational, effective and sustainable approach to school improvement. Every decision we make is for our children! They are at the heart of everything we do and they influence the decisions we make. Our staff and leaders work tirelessly to ensure every child receives the educational experience, and opportunities that they so richly deserve; as a result they acquire the rich foundations which prepare them for future learning.

We strongly believe that every child has the right to the highest quality education. Successful schools and their leaders hold the responsibility to work alongside other schools to support improvement. Leaders have a collective responsibility for improving the whole system for mutual benefit. We are in such a privileged position as we have the power to influence; and to change lives for the better. A culture of partnership working, accessing quality opportunities and striving for educational excellence is well embedded and is at the heart of all we do.

It is important that our Trust is an organisation of choice and that all stakeholders are proud to be part of it. Our Trust recognises and rewards the efforts and commitment of its staff ensuring they are valued and appreciated. Promoting and establishing an appropriate work-life balance empowers staff. We need to invest in our staff so that they are fully-equipped to succeed.

Positive, trusting relationships are key to the success of any trust. Our Trust central team invests time in getting to know and gaining the trust of all members of staff to create a culture of support, challenge and accountability.

At Prince Regent Street Trust, we:

- have very high expectations for all
- believe in a strong focus on teaching and learning
- believe in schools keeping their own unique identity. This is promoted and celebrated and enables us to stand out amongst other organisations
- believe in establishing and maintaining strong partnerships (LA, other trusts)
- are inclusive; we support all pupils, including those with SEN and vulnerable pupils and their families

All of our schools are good and outstanding, yet are very different in so many ways. We feel that having such a variety of different sizes and school contexts enhances our capacity to support and develop other schools, impacting across the Tees Valley and northern region

"I felt proud to get the headteacher award and the medal and trophy are now in my bedroom."

"I've loved today because I got to see friends from other schools, and I really enjoyed the maths games."



**PRINCE REGENT
STREET TRUST**



2018

In October, Prince Regent Street Trust was formed with Hartburn, Village & Wolviston Primary Schools



2022

In October, the Trust held its inaugural Conference 'Excellence in the Everyday'



2023

In January, Village Primary opened a Two Year Old Provision



2023

In February, 1st Trust OFSTED Inspection at Hartburn Primary; achieved GOOD in all areas



2023

In March, Barley Fields Primary School joined the Trust



2023

In March, Village Primary received an OFSTED Inspection; achieved GOOD in all areas



2023

In June, the Trust held the inaugural Sports Cup tournament at MSV



2023

In December, pupils across the Trust recorded the 1st Xmas song



2024

In March, the Trust held its 2nd Conference 'Opportunities on Our Horizon'



2024

In May, Kader Academy joined the Trust



2024

In July, the Trust held the 2nd Annual Sports Cup tournament at MSV



2024

In December, pupils across the Trust recorded their 2nd Xmas song



2025

In February, Wolviston Primary received an OFSTED Inspection; achieved OUTSTANDING in 3/5 & GOOD in 2/5 areas



2025

In March, the Trust held its inaugural Maths Challenge Day for pupils



2025

In April, the Trust held its 3rd Conference 'Enhancing Education Through Collaboration'



2025

In July, Oxbridge Lane Primary joined the Trust

"I made some new mates and we worked hard to come up with a celebratory dance if we won and we did! It was so much fun! We have never been to the Sports Village and done anything like this before and we enjoyed it so much- we can't wait to go again next year!"

"It was the best day I've ever had because I made new friends with children from other schools that I had never met before and they encouraged me to do my best!"

"Maths is one of my favourite lessons, but my favourite part of the day was winning the trophy!"

Our Schools



'During my time working for the Trust, I have had so many opportunities to develop myself professionally. I am just about to commence my NPQH qualification with support from the Trust'.

'I enjoy having the opportunity to talk to teachers from the different schools in the Trust which has supported me with my subject leadership'.

'I love the way that each individual school in the Trust is so different and that is celebrated and encouraged.'

Hartburn Primary School	The Village Primary School	Wolviston Primary School	Barley Fields Primary School	Kader Primary School	Oxbridge Lane Primary School
Adelaide Grove TS18 5BS 01642 646001	Windsor Road TS17 8PW 01642 676768	The Green TS22 5LN 01740 644374	Lamb Lane TS17 0QP 01642 767051	Staindrop Drive TS5 8NJ 01642 256599	Oxbridge Lane TS18 4DA 01642 607421
Head Teacher: https://www.hartburn.org.uk	Head Teacher: Debbie Wheeldon www.thevillageprimary.org.uk	Head Teacher: Susan Hawes www.wolviston.org.uk	Head Teacher: www.barleyfieldsprimaryschool.org.uk	Head Teacher: Janet Donald www.kaderacademy.co.uk	Head Teacher: Lauren Amerigo www.oxbridgelane.org.uk
OFSTED February 2023 Good	OFSTED March 2023 Good	OFSTED February 2025 Outstanding 3/5 Good 2/5	OFSTED November 2025 Strong standard 4/7 Expected standard 3/7	OFSTED April 2022 Good	OFSTED September 2021 Good
Number on Roll (PAN 90) 561 (Including nursery)	Number on Roll (PAN 30) 238 (Including nursery)	Number on Roll (PAN 15) 118 (Including nursery)	Number on Roll (PAN 90) 664 (Including nursery)	Number on Roll (PAN 60) 436 (Including nursery)	Number on Roll (PAN 30) 231 (including nursery)
PP 13.4%	PP 46.2.8%	PP 5.9%	PP 6.0%	PP 17.9%	PP 42%
SEND 11%	SEND 17%	SEND 11%	SEND 17%	SEND 20%	SEND 17%
EAL 8.4%	EAL 5.0%	EAL 6.8%	EAL 0%	EAL 47.1%	EAL 42%

HARTBURN
PRIMARY SCHOOL



Lunchtime Supervisory Assistant – Job Advert

Prince Regent Street Trust wishes to appoint a Lunchtime Supervisory Assistant at Hartburn Primary School.

Contract Details

Required to start ASAP or September 2026

6.25 hours per week, Term Time Only
12:00 to 13:15 Monday – Friday

Salary Scale *(Salary shown is actual based on pro-rata from named NJC scale points and length of service)*

Grade C NJC Scale Point 3 £3,619 - £3,701 *(pay award pending for April 2026)*

We are able to offer you an exciting opportunity in one of our Schools.

Hartburn Primary is a school with 531 highly motivated and well-behaved pupils on roll, based in Stockton. The school has been part of Prince Regent Street Trust since formation in 2018.



Hartburn Primary School is a highly effective organisation. The school is forward facing and determined to provide a bespoke curriculum to meet the needs of the children it serves.

Every child deserves to maximise their full potential. This is proven through consistently high outcomes which have been sustained over the last five years.

Our bespoke Hartburn curriculum is underpinned by three main principles: High Expectations, Resilience and Local & Global Responsibility. It fosters positive character qualities which are encompassed in our Hartburn Hopes; children at Hartburn endeavour to be courageous, honest, compassionate, respectful, resilient, and ambitious and they understand the importance of these virtues.



We are looking to appoint an individual who:

- Is warm, approachable and enjoys working with children
- Can supervise and engage pupils positively during lunchtime activities
- Promotes kindness, respect and inclusion
- Works well as part of a team and shows initiative when needed
- Able to lead by example and will embody our Trust values.
- Committed to high standards and excellence. Hartburn is a high performing school, well renowned within the local community.
- Adept at building strong relationships with pupils and staff



PRINCE REGENT STREET TRUST

Harburn Primary School

Address: Adelaide Grove, Stockton on Tees, TS18 5BS

Website: <https://www.hartburn.org.uk/>

The closing date for applications: 12noon, **Friday 8th May 2026**

The shortlisting selection and invitations to interview the applicants will be completed by **Friday 15th May 2026** and interviews are scheduled to be the **week commencing Monday 18th May 2026**. Exact dates to be confirmed with successful applicants.

Disclosure

This post is subject to an enhanced DBS check. The school and Trust are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to rigorous pre-employment safeguarding checks, which will be undertaken before an appointment is confirmed.

The appointment is in accordance with the School Teachers' Pay and Conditions Document and other education and employment legislation, to provide professional leadership to the school which secures its success and improvement, ensuring high quality education for all its pupils and good standards of learning and achievement.

Candidates must only apply via MyNewTerm. Visit Trust Vacancies page for more information.

CV's will not be accepted.



PRINCE REGENT STREET TRUST

Job Description

This post holder is accountable to the Senior Lunchtime Supervisor and School Senior Leadership Team.

As lunchtime supervisory assistant, duties of this role will include but may not be limited to:

- Ensure that pupils wash their hands before they eat
- Escort pupils to and from the dinner area, as necessary
- Ensure that pupils having a school lunch are in the dining hall at the correct time
- Help younger pupils at the serving counter with the proper use of cutlery, and help them cut up their food when necessary
- Assist pupils with the return of used plates, trays, cutlery and beakers etc
- Assist with the cleaning of tables when lunch is finished
- Supervise pupils eating food brought from home, and ensure that all packed-lunch equipment is cleared away after use
- Report to the Senior Supervisor any child whose diet may give rise for concern
- Take charge of groups of children in the playground or the classroom, depending on the weather
- Devise and initiate constructive play opportunities for children when required
- Ensure that children remain within a safe environment, and that they play safely
- Set suitable behaviour standards in line with school policy
- Help children acquire social skills
- Attend to minor accidents sustained during the lunch break, and seek appropriate assistance if necessary
- Attend to any pupil who becomes ill during the lunch break, and again seek appropriate assistance
- Report to the Senior Supervisor any acts that constitute serious infringements of school rules
- Work under the direction of the teaching staff
- Liaise effectively and professionally with staff; teachers and parents, as required
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory
- Any other duties as deemed appropriate by the Line Managers

The work of the school/trust changes and develops continuously which in turn requires staff to adapt and adjust. The duties and responsibilities above should not therefore be regarded as immutable but may change in line with any relevant school priorities set from time to time. Any major changes will involve discussion and consultation with you.

Whilst the main duties and responsibilities of the post are set out above, each individual task to be undertaken has not been identified. Staff will be expected to comply with any reasonable request from their line manager to undertake work related to supporting in education that is not specified within this job description and which is commensurate with the level of the post.



PRINCE REGENT STREET TRUST

Why Prince Regent Street Trust?

At Prince Regent Street Trust we are always looking to take on talented and impassioned individuals who align with our values of Excellence – Opportunity – Partnership. There are many reasons to choose our Trust as a great place to start or continue your career. We recognise the importance of a happy, healthy, rewarded and well-motivated workforce. Whether you are a senior leader, teacher or a member of our support staff we care about your career and want to help you feel valued and supported in your job. We are fully committed to supporting your career and professional growth, we offer extensive professional learning opportunities for all employees through a range of routes both across the Trust and from external partners.

Our offer

- High quality professional development opportunities for all members of the school community
- Opportunities for collaboration at all levels for all staff through Trust wide working parties and peer networks
- Experienced, education-focussed Trust Central Team offering support across all areas of School
- Trust wide documentation to ease workload

'I have made so many new friends and colleagues since being part of Prince Regent Street Trust. I feel well supported by others and there is always someone to share ideas with.'

- Union Representatives invited into school
- Wesleyan Local Government and Teachers Pension Advisory Services
- Education Mutual membership:
 - Physiotherapy services
 - Mental Health services (counselling and menopause support)
 - Surgical assistance program
 - Financial wellbeing coaching
 - Flu jabs
 - 24/7 GP service
- HR Alchemy Professional Support
 - RewardMeNow app, including savings at Costa, ASOS, B&Q and Deliveroo
 - Occupational Health services

'The GP contact was an efficient and extremely professional service. They were able to diagnose and prescribe medication during school hours and I was able to choose a convenient location to collect my prescription'

- Well-being days / Golden Ticket Days for all staff
- Trust Wide Celebrations
 - End of Term Events
 - Termly Pupil Events such as PE, Music, Maths and a number of others

Person Specification

Category	Essential	Desirable	Identified
Application	<ul style="list-style-type: none"> • Fully supported in references • Well-structured application 		Application / references
Qualification	<ul style="list-style-type: none"> • Qualifications at GCSE level or equivalent in Maths and English • Willingness to participate in relevant training and development opportunities 	<ul style="list-style-type: none"> • First Aid training or willingness to undertake appointed person certificate in First Aid • Child Protection training • Food hygiene awareness 	Application
Experience	<ul style="list-style-type: none"> • Experience of working with children across the primary age range, including early years • Ability to communicate and relate to all members of the school's community • Ability to work effectively within a team environment, understanding roles and responsibilities • Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate • Ability to adapt own approach in accordance with pupils needs 	<ul style="list-style-type: none"> • Experience of working in a school environment • Experience of working with children in a similar age group 	Application / interview
Professional Development		<ul style="list-style-type: none"> • Evidence of continuous development and willingness to self-improve 	Application

Category	Essential	Desirable	Identified
Skills and Knowledge	<ul style="list-style-type: none"> • Understand and overcome the challenges of leading a fully inclusive school • Demonstrate good inter-personal skills and an approachable personality • Ability to communicate effectively • Excellent oral and written communication skills with an ability to negotiate at all levels. • Ability to work as part of an ambitious and committed team • Have a clear understanding of the needs of primary age children including those with additional needs • The ability to organise lunchtime activities for children, in conjunction with other staff in school • The ability to be proactive and ensure that childrens lunchtimes are safe and happy • Able to use own initiative • The ability to manage behaviour of children in a positive and supportive manner • An understanding of hygiene and good health 	<ul style="list-style-type: none"> • Relevant knowledge of First Aid • Knowledge of Child Protection • Knowledge of Health & Safety • Equal Opportunities and recognising the nature of the diverse school community 	Application / reference / interview
Personal Attributes	<ul style="list-style-type: none"> • Friendly, approachable and professional manner • Calm approach • A commitment to working as part of the whole school team and supporting the vision and aims of the school • Commitment to personal development. • To be flexible in order to meet the demanding nature of this role. • Flexibility, mental resilience and well-developed self-management skills • Motivation to work with children 		Application / reference / interview