



**Primary Learning Trust (PLT)**

*...where everyone flourishes!*

## **ADVERT** **Lunchtime Supervisor**



**Mission:** to educate all our primary children for life, inspired by expert professionals, in a place *where everyone flourishes!*

PLT has four essential values: belonging, flourishing, collaboration and evidence-informed. We believe that you can truly belong when you feel connected, are valued, trusted and fulfilled, with a shared purpose to achieve excellence in a psychologically safe environment. Our people are nurtured so that they can flourish through the development of their intellectual potential and live well, building strong relationships as well-rounded human beings.

|                       |                                                                        |                                                                              |                                                  |
|-----------------------|------------------------------------------------------------------------|------------------------------------------------------------------------------|--------------------------------------------------|
| <b>Location:</b>      |                                                                        | <b>New Invention Learning Academy</b><br>Cannock Road, Willenhall, WV12 5SA. |                                                  |
| <b>Role Title:</b>    | <i>Lunchtime Supervisor</i>                                            | <b>Reporting to:</b>                                                         | <i>Lunchtime Supervisor</i>                      |
| <b>Contract Type:</b> | <i>Fixed Term (reviewed in Summer 2027)</i>                            | <b>Start date:</b>                                                           | <i>ASAP</i>                                      |
| <b>Hours:</b>         | <i>Term time only<br/>7.5 hours<br/>(Monday-Friday 12:00pm-1:30pm)</i> | <b>Scale:</b>                                                                | <i>SCP 3<br/>(£24,796 FTE. £4,323.13 actual)</i> |

### **JOB DESCRIPTION**

To supervise pupils during the lunchtime period, ensuring their safety, welfare, and good conduct at all times. The Lunchtime Supervisor will support a positive lunchtime experience by encouraging appropriate behaviour, promoting safe play, and assisting pupils in the dining hall and playground areas.

### **KEY RESPONSIBILITIES**

- Supervise pupils in the dining hall, playground, and other designated areas during lunchtime.
- Ensure pupils behave safely and respectfully at all times.
- Encourage positive play and social interaction between pupils.
- Support pupils with their lunchtime routines where required.
- Promote healthy eating and good table manners.
- Deal with minor incidents, accidents, or behaviour concerns in line with school policies and report these to the appropriate member of staff.
- Assist in maintaining a clean, safe, and orderly environment during lunchtime.
- Liaise with teaching staff and senior leaders as required.



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This job description has been prepared for the purpose of the Multi Academy Trust organisation and may change through consultation as the role and the needs of the MAT develop and evolve. The post-holder will be expected to carry out any reasonable request from the CEO and Chair of Trustees.

**Closing date: 16th October 2026**

**Location:** New Invention Learning Academy, Cannock Road, Willenhall, WV12 5SA.

Please call the school office to arrange an informal call on 01922 710376 for further details or to arrange a tour of the school.

Application forms and further details are available by contacting the school directly at the above telephone number, by email: [officemanager@thenila.uk](mailto:officemanager@thenila.uk) or on the school website.

Please return your application form to [officemanager@thenila.uk](mailto:officemanager@thenila.uk) or to the school office.

Primary Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.