Supervisory Assistant

Candidate Information Pack

Closing Date: 12.00pm, Monday 4th January 2027









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Welcome from the CEO

Dear Applicant,

I am immensely proud to be Chief Executive of Spark Education Trust. We are a Trust comprising 4 secondary and 11 primary schools located across the Tees Valley and we provide opportunities for children and young people to reach their full potential, whatever their starting point. We know that this is best achieved in encouraging environments where mutual and self-respect is promoted. We want to grow confident young people able to work independently and think creatively in a fast-changing world.

We have high expectations for everyone, aspiring to excellence in teaching and achieving impressive standards is all areas of school life. Success beyond the classroom in sport and the arts are features of life across our Trust.

For our staff we provide positive working environments, a commitment to the highest quality professional development, opportunities to collaborate to create excellence and encouragement to forge career success.

Trustees, governors and leaders collaborate closely to ensure excellence in all aspects of Spark Education Trust. Our core values are mutual respect, hearty collaboration and courageous ambition and these drive our work ensuring that Spark schools are wonderful places to work.



Louise Spellman

Welcome from the Head of School

Dear Applicant,

I would like to take this opportunity to thank you for your interest in the post of Supervisory Assistant at Kirklevington Primary School.

Kirklevington Primary is a small school within a vibrant village community on the outskirts of Yarm. We are a friendly, welcoming, hard-working team with a strong family ethos.

At Kirklevington Primary School, our learning intent is Be ready, Be respectful, Be safe. We encourage our pupils to be ready for learning in all aspects of life; be respectful of themselves and others; and to be safe - keeping themselves safe in school, in the community and online.

As a Rights Respecting School (Gold), we nurture pupils to be caring, considerate global citizens, who know their rights and responsibilities as well as those of others. We ensure that the fundamental British Values are introduced, discussed and lived, through the ethos and work of our school. We aim to support and prepare every child to make a positive contribution to our rapidly changing society.

We are passionate about delivering an exciting and engaging curriculum for all children to access, thrive and achieve which provides them with the knowledge and skills to succeed in life.

Kirklevington School is at the heart of the village and our children are the heart of the school. If you feel our school matches your own beliefs and values, then we would be delighted to hear from you.

Kind regards,

John Downs / Alexa O'Gara

Head of School

Supervisory Assistant

Job Title: Supervisory Assistant
Location: Kirklevington Primary School, Kirklevington, Yarm
Start Date: As Soon As Possible
Actual Salary: £2,913 - £2,979 (Grade C, SCP 3)
Hours of Work: 5 hours per week, term time only (Monday to Friday)
Contract Type: Permanent
Closing Date: 12.00pm, Monday 4th January 2027
Interviews: w/c 11th January 2027

About the Role
We are seeking a dedicated Midday Supervisor to support children's wellbeing and play during the school day. The role involves supervising pupils while they eat in the dining hall, promoting good table manners and a calm, respectful environment. You will also assist in helping to facilitate engaging, inclusive, and safe play experiences during lunchtime. The successful candidate will be enthusiastic about ensuring children are happy, active, and supported, encouraging positive behaviour and fostering social interaction across all age groups.

About Us
We are Spark Education Trust which currently consists of 11 Primary Schools and 4 Secondary Schools. The Spark Education Trust can offer you a professional challenge and a rewarding opportunity, working with collaborative schools that are passionate about the progress and development of every student.

What we have:
- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- An aspirational curriculum for all students
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents/carers
- Opportunities for career development

For further details on us as an organisation, please click here.

For further information on the school, please click here.

How to Apply
Please make sure that the application form is completed and returned via email to snicholson@kirklevington.org.uk, addressed to Mr J Downs / Mrs A O'Gara, Head of School.

Please note that feedback will only be given to shortlisted candidates, if you do not receive an invite to interview within 30 days of the advert's closing date assume that you have been unsuccessful in your application for this post.

Safeguarding Notice
The Spark Education Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check. The post you are applying for is exempt from the rehabilitation of offender's act 1974. We will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

Kirklevington Primary School is committed to safeguarding, for further information on the school's Safeguarding and Child Protection Policy please click here.

Job Description

Post Title: Supervisory Assistant

Grade: C (SCP 3)

Reports to: Assistant Headteacher

Main Purpose: To work under the direction of the Assistant Headteacher to supervise and support pupils

Tasks:

- Encourage positive play on the playgrounds
- Devise and initiate constructive play opportunities for children when required
- 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
- Set up and put away dining tables
- Assist with the cleaning of tables and hall 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 Head Teacher/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
- 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
- Model and promote British values such as having mutual respect and tolerance for those around you
- Report minor injuries following the school accident reporting policy
- Attend to any pupil who becomes ill during the lunch break, and again seek appropriate assistance
- Report to the Head Teacher/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 times
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

Safeguarding - Promoting the Welfare of Children and Young People:

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Person Specification

	Essential	Desirable
QUALIFICATIONS/ TRAINING:	• Basic skills • Willingness to participate in training and development opportunities	• First Aid training • Child Protection training
EXPERIENCE:	• Experience of dealing with children of a similar age	• Experience of working in a school environment • Experience of working with children in a similar age group
SKILLS/KNOWLEDGE	• Ability to relate well to children and adults • Good communication skills • Ability to work effectively as part of a team • Be able to maintain confidentiality • Good listening skills • The ability to organise lunchtime activities for children, in conjunction with other staff in school • The ability to be proactive and ensure that children's 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	• Relevant knowledge of First Aid • Knowledge of Child Protection • Knowledge of Health & Safety • Equal Opportunities and recognising the nature of the diverse school community
PERSONAL ATTRIBUTES	• 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 • Good command of the English Language	

How to Apply

Application forms and further details are available on the Trust's website –

www.sparkeducationtrust.org.uk

Please make sure that the application form is completed and returned via email to snicholson@kirklevington.org.uk addressed to Mr J Downs / Mrs A O'Gara, Head of School.

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

Confidential References

Two referees should be nominated, including one from your current/most recent employer – Those from an education setting must provide the Headteacher as one of their references or to be signed and checked by the Headteacher.

Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

Person Specification

Sets out the criteria to be used for the shortlisting process.

Closing date: 12.00pm, Monday 4th January 2027

Interviews to be held: w/c 11th January 2027

Spark Education Trust is a company limited by guarantee registered in England. Company Number: 10249712. VAT Number: 476 4965 35.
Registered Office: Whinstone Primary School, Lowfields Avenue, Ingleby Barwick, TS17 0RJ

Employee Benefits

Wellbeing

Free and confidential support.

Up to six sessions of structured counselling, if recommended.

Pensions

All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

Cycle to work

We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through www.greencommuteinitiative.uk which enables staff to access a new bike and bike equipment.

Work Life Balance

We provide a generous Annual Leave entitlement for Support Staff of 27 days leave, rising to 32 days leave following 5 years' service, in addition to statutory bank holidays.

As we are supportive of flexible working, we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work life balance.

Professional Development

As we believe in supporting and developing our staff, we offer extensive career development opportunities and actively seek to develop and promote staff where possible.