



Northern
Lights

LEARNING TRUST

**Lunchtime Supervisor
Dame Dorothy Primary School**



Northern Lights



We are a Multi-Academy Trust currently comprising ten schools – primary and secondary – and over 4,200 children and young people in an area stretching from Teesside through to Wearside.



We are a Teaching School Hub, one of 87 DfE centres of excellence for teacher training and development, focused on some of the best schools and multi-academy trusts in the country.



We are an Early Years Stronger Practice Hub, set up by the DfE to provide advice, share good practice and offer evidence-based professional development for early years practitioners.

OUR SCHOOLS



Benedict Biscop CE Academy
Sunderland



Dame Dorothy Primary School
Sunderland



Grange Primary School
Hartlepool



Hart Primary School
Hartlepool



Holley Park Academy
Washington, Sunderland



Ian Ramsey CE Academy
Stockton-on-Tees



St Aidan's CE Academy
Darlington



St. Helen's Primary School
Hartlepool



St. Peter's Elwick CE Primary School,
Hartlepool



Venerable Bede CE Academy
Sunderland

Every Northern Lights school has its own values and its own vision and that's really important to us because all of our schools are there to serve our community but equally, our Trust is there to serve each other.

We do that with humility and with an openness because at Northern Lights it's not all about the academic – that is really important to us – but we know, as a Trust, we are successful if we have ensured that in an holistic way our children and young people have had every opportunity to experience, to flourish, to thrive, to understand the wonder and the joy of the world around them.

– Jo Heaton OBE, Chief Executive, Northern Lights Learning Trust



Welcome from the CEO

Thank you for your interest in the position of Lunchtime Supervisor within Northern Lights Learning Trust.

We are a growing Multi-Academy Trust that is currently made up of 3 secondaries and 7 primaries across Wearside and Teesside, with our central offices based in Seaham. We educate over 4200 pupils and employ over 600 members of staff and serve a diverse range of schools and communities. Each of our schools have their own individual ethos, values and vision, which sit together as part of our Northern Lights vision of 'Shining Together and Stronger Together'. As a CofE MAT, our schools are a mixture of Church and non-Church schools that range in size and levels of disadvantage. We see this diversity as a real strength to learn from and work with each other.

As a Multi-Academy Trust we are at the heart of the current educational landscape, as a designated DfE Centre of Excellence as a Teaching School Hub and DfE Early Years Hub, responsible for teacher development across all ages and phases of education, working with over 300 schools. We are collaborative in our approach and value professional development highly in all we do.

We are looking for someone whose values align with us as a Trust and has the drive and ambition to work collaboratively to provide the best opportunities and outcomes for our young people.

We look forward to receiving your application.

Yours faithfully

Jo Heaton
Chief Executive Officer



Welcome from the Headteacher

Thank you for your interest in joining the team at Dame Dorothy Primary School!

Dame Dorothy Primary School is a vibrant and caring setting. We are passionate about providing high quality education and are always exploring new ways to make learning exciting and impactful for our pupils.

We are part of the Northern Lights Learning Trust who are a dynamic and expanding trust, we provide numerous opportunities for collaboration, professional growth, and the chance to work across different educational phases.

We are looking for enthusiastic individuals who share our values and are eager to make a positive difference in the lives of young people. If you are innovative, dedicated, and committed to creating an exceptional learning environment for children, we would love to hear from you.

At Dame Dorothy we place the children in our care at the heart of all we do. We expect all adults who work in our setting to follow our ethos and values.

Please find attached more details about the vacancy. If you would like to discuss the role further or arrange a visit to our school, please do not hesitate to get in touch.

Lunchtime Supervisor

Up to 2 Permanent positions required as soon as possible
Dame Dorothy Primary School
SCP 2 £24,413 FTE – Actual £3,448.19 (aprox)
6.25 hours per week; Monday to Friday 11.45 – 1pm
Term time only

Our friendly and caring school is looking for a Lunchtime Assistant to join our team. We are seeking someone who is hardworking, reliable, and committed to supporting our children during the busy lunchtime period. This is a wonderful opportunity to play an important role in creating a safe, positive, and happy environment where pupils can enjoy their break, develop friendships, and return to lessons refreshed and ready to learn.

Do you have:

- Experience of working in education
- Excellent communication skills
- A positive attitude, flexibility and adaptability
- High expectations
- Work well as part of a team

If so, we would really welcome your application

In return you will receive:

- A supportive working environment that puts people at the heart of the organisation
- The opportunity to work as part of a growing Trust and shape this role
- Continuous professional development
- A range of Trust initiatives that improve wellbeing. Current initiatives include an annual wellbeing day.
- National Terms and Conditions of Employment
- Teachers' Pension Scheme/ Local Government Pension Scheme

Employee welfare and benefits package including:

- 24-hour GP access
- Nurse support service
- Mental health services, including stress management, mental health first aid training and bereavement support
- Free Flu vaccinations
- Counselling Services
- Physiotherapy
- Financial wellbeing coaching
- Maternity and Paternity support
- Menopause support
- Access to useful wellbeing resources
- Cycle to work scheme
- Lifestyle savings including discounts on shops, food and drink and days out

CLOSING DATE:

Applications must be received by: 9th October 2025

Shortlisting will take place on: 10th October 2025

Interviews will take place on: 13th October 2025

HOW TO APPLY

Applications should be submitted via email to ddjobs@nllt.co.uk or if you prefer you can submit through post to Dame Dorothy Primary School, Dock Street, Sunderland, SR6 0EA, alternatively they can be handed to the school office.

Applications will only be considered on receipt of an application form, CV's and other forms of application will not be accepted. For further information, or if you would like to arrange a visit to the school, please contact ddjobs@nllt.co.uk

Details of the school can be found on the school website:
<https://www.damedorothy.org.uk/>

JOB DESCRIPTION

Post: Lunchtime Supervisor
Responsible to: Business Manager
Responsible for: The supervision of pupils during lunchtime
Salary band: NJC SCP 2
Start date: As soon as possible

Purpose of Job

To ensure the safety, welfare and good conduct of pupils during the lunchtime period, promoting positive behaviour and creating a safe, inclusive and enjoyable environment in the playground and school hall.

Responsibilities

- Encourage positive behaviour within school
- Supervise pupils in the playground, school hall, and other designated areas during the lunchtime break.
- Support pupils in the school hall during mealtimes, assisting with eating where required, encouraging healthy choices, and promoting a calm and enjoyable dining experience.
- Encourage good table manners and positive social interaction between pupils.
- Supervise and engage pupils in play activities to promote inclusion, cooperation, and positive behaviour.
- Support the school's behaviour policy by promoting respect, fairness, and kindness, and by dealing with incidents calmly and consistently.
- Ensure pupils' safety and well-being at all times, reporting any concerns promptly to the appropriate staff.
- Administer basic first aid (training will be provided).
- Help maintain cleanliness and tidiness in the dining and play areas, including supervising the safe movement of pupils to and from the hall.
- Attend training and staff meetings as required.

Personal Qualities

- Warm, caring and approachable manner.
- Good communication skills with children and adults.
- Ability to work as part of a team and use initiative when needed.
- Reliable, punctual and responsible.
- Commitment to safeguarding and promoting the welfare of pupils.

Other

- Participate in training and other learning activities as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
- Undertake regular First Aid training as required

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

PERSON SPECIFICATION – Lunchtime Supervisor

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
APPLICATION FORM	1. Well-presented and complete application form		Application
QUALIFICATIONS	2. Basic skills/induction 3. Willingness to participate in relevant training and development opportunities. 4. Child Protection training 5. Hold or be willing to undertake a certificate in First Aid	1. Health & Safety training 2. Food hygiene training	Application
EXPERIENCE	1. Experience of dealing with children 2. Experience of working as part of a team	3. Experience of working in a school environment	Application
SKILLS AND KNOWLEDGE	1. The ability to relate well to children and adults 2. Good communication skills 3. Always Maintain Health & Safety standards 4. Be able to maintain confidentiality 5. Good listening skills 6. The ability to manage behaviour of children in a positive and supportive manner 7. An understanding of hygiene and Health & Safety requirements 8. Have a flexible attitude to work 9. Work independently and use initiative, while being part of a team 10. Work effectively within team environment 11. Build effective working relationships 12. Promote a positive ethos	Knowledge of 1. Child Protection 2. Equal Opportunities and recognising the nature of the diverse school community 3. Health & Safety	Application Interview
PERSONAL QUALITIES	1. Good timekeeping 2. High standards and expectations 3. Friendly and professional manner 4. To be reliable and responsible with a flexible approach to work		Application Interview References
OTHER	1. Recommendations from both referees 2. Fully enhanced DBS clearance with Children's barred list check		References DBS certificate

References

References will be requested prior to interview, unless there are exceptional circumstances, and the applicant does not give consent to do so on the application form. Please contact us to discuss further if you do not consent.

DBS

Northern Lights Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Safeguarding

Northern Lights Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. To fulfil this responsibility effectively, all professionals should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

Pre-employment occupational health:

Pre-employment occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required. In some circumstances, an appointment with Occupational Health may be required to assess fitness for the role.

Equal opportunities:

Northern Lights Learning Trust are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met.

Artificial Intelligence and Recruitment at Northern Lights Learning Trust

Northern Lights Learning Trust is committed to embracing innovation while maintaining fairness and integrity in our recruitment processes. We recognise that candidates may choose to use AI tools to support the preparation of their applications. While this is acceptable, we expect all submissions to reflect the applicant's own experiences, values, and suitability for the role and it is essential that AI is used appropriately.

AI must not be used to:

- provide misleading or false information at any stage of the application journey
- inflate or invent qualifications, skills or experience
- complete assessments as part of the recruitment process
- create generic responses and copy them into your application

If you have any questions about the use of AI in your recruitment process with us, please contact hadmin@nllt.co.uk