



Northern
Lights

LEARNING TRUST

**LUNCHTIME SUPERVISOR AT
BENEDICT BISCOP CE ACADEMY**

APPLICATION PACK



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 our current vacancy at Benedict Biscop C.E. Academy.

Benedict Biscop CE Academy is a popular and oversubscribed school, with increasing numbers on roll, following a school expansion and increase in PAN in recent years. At Benedict Biscop C.E. Academy, we are committed to providing the highest quality education and we are continuously striving to improve and innovate in order to deliver the best possible educational experiences to our pupils.

The school is currently rated outstanding by Ofsted and SIAMS and we are the lead primary school in the Northern Lights Teaching School Hub, who deliver National Professional Qualifications, the Early Career Framework and Initial Teacher Training (ITT) across the region. Additionally, we are honoured to serve as the lead school for the Northern Lights Early Years Stronger Practice Hub, recognised for our outstanding EYFS provision. Being part of a strong growing trust, we offer numerous opportunities for collaboration, professional development, and the chance to work across multiple phases of education.

Our strong Christian ethos underpins everything we do, and we firmly believe in educating the whole child. Our school vision, With God, all things are possible, permeates our approach to education and pastoral care.

We are looking for passionate individuals who share our values and are dedicated to making a positive impact on the lives of young people. If you are enthusiastic, innovative, and committed to providing an exceptional learning environment for children, then we would love to hear from you.

Please find attached further details about the vacancy we currently have available. If you would like to discuss the role in more detail or visit the school, please do not hesitate to get in touch.

Kindest regards,

Sarah Armstrong
Headteacher

LUNCHTIME SUPERVISOR

**Permanent position required for as soon as possible at
Benedict Biscop CE Academy**

**NJC 2 (£24,413 FTE, £4,345 actual salary)
7.5 hours per week, term time only
12:00 – 13:30 Monday to Friday**

Are you organised, enthusiastic and welcoming?
Would like to make a difference to children's learning and well-being?

Northern Lights Learning Trust are looking to appoint a lunchtime supervisor

The successful candidate will:

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

If this is you, we would really welcome your application

In return you will receive:

- A supportive working environment that puts people at the heart of the organisation.
- Continuous professional development.
- National Terms and Conditions of Employment.
- Local Government Pension Scheme
- The opportunity to work as part of a growing Trust and shape this role.

Details of the school can be found on the school website:

www.benedictbiscopacademy.co.uk

CLOSING DATE:

Applications must be received by: Friday 3rd October 9am

Short Listing will take place: w/c 6th October 2025

Interviews will take place: w/c 6th October 2025

HOW TO APPLY:

Completed applications should be returned to Danielle Maddison, Office Manager at danielle.maddison@nlt.co.uk or via post to Benedict Biscop CE Academy, Marcross Drive, Sunderland, SR3 2RE.

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 us on 0191 5947033.

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

JOB DESCRIPTION

Post: Lunchtime Supervisor

Responsible to: Headteacher

Responsible for: The supervision of pupils during lunchtime

Salary band: NJC 2

Start date: As soon as possible

Purpose of Job

To provide lunchtime supervision to pupils in School.

Tasks:

- Encourage positive behaviour within school
- Ensure that pupils wash/sanitise their hands before they eat
- Supervise pupils in the dining areas and assist with serving and supporting pupils
- Assist with the cleaning of dining area when lunch is finished
- Supervise groups of children both inside and outside of school over lunch time
- Promote suitable behaviour standards in line with school policy
- Work under the direction of the duty staff
- Show a duty of care and take appropriate action to comply with Safeguarding and 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.

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
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory
- Safeguarding

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. Completed application form		Application
QUALIFICATIONS AND TRAINING	1. Basic skills/induction 2. Willingness to participate in relevant training and development opportunities 3. Hold or be willing to undertake a certificate in First Aid	1. Health & Safety training 2. Food hygiene training 3. Safeguarding training	Application
EXPERIENCE	1. Experience of dealing with children of a similar age	1. 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. Maintain Health & Safety standards at all times 4. Be able to maintain confidentiality 5. Good listening skills 6. The ability to manage behaviour of children in a positive and supportive manner	Knowledge of: 1. Safeguarding 2. Health & Safety 3. Equal Opportunities and recognising the nature of the diverse school community	Application Interview

	<ol style="list-style-type: none"> An understanding of hygiene and Health & Safety requirements Have a flexible attitude to work work independently and use initiative, while being part of a team Work effectively within a team environment Build effective working relationships colleagues Promote a positive ethos 		
PERSONAL AND PROFESSIONAL ATTRIBUTES	<ol style="list-style-type: none"> Good timekeeping High standards and expectations Friendly, approachable and professional manner To be reliable and responsible with a flexible approach to work 		Application Interview
OTHER	<ol style="list-style-type: none"> Recommendation from both referees Fully enhanced DBS clearance with children's barred list check 		References Enhanced 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