

Highfield Middle School

Lunchtime Supervisory Assistant

Recruitment Pack



The Cheviot Learning Trust

Cheviot Learning Trust was created in 2023 from a merger of Tyne Community Learning Trust and Three Rivers Learning Trust. The new Trust will enable our high quality staff from across all of our schools to cooperate through professional and innovative networks that develop the educational excellence all of our students deserve. We educate over 5500 students across 18 schools between the ages of 2 and 19 and employ over 750 staff. We are a charity supported by over 150 governance volunteers who hold us to account in their role as critical friends. We are proud Northumbrians; more than happy to welcome schools to join us from inside or outside Northumberland. All of the schools have a long and proud history of

providing an excellent education service to their local populations. We are seen locally as a centre of educational excellence and were selected to be the Teaching School Hub for Newcastle, Northumberland & North Tyneside. We recognise the mutual benefits to our Learning Trust through reciprocal staff development opportunities, training events, and the generation of new ways of working through system leadership. Through our teaching, we aim to equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.

The Cheviot Learning Trust mission

Our core purpose is to advance education for the public benefit. We believe that each school in the Trust family has unique qualities to share and unique challenges to be resolved. Deep collaboration is a key Trust expectation that helps us to deliver significant benefits for the students, the staff and the schools that form the Trust. Each school is stronger in the Trust family; delivering a better education for the public good than if they were outside the Trust.

Our vision

Our purpose is to deliver excellent education for the benefit of all and our mission is to develop all our young people to have the opportunity to succeed.

Our values

Everything we do is based around the values that we hold dear:

- **Innovation:** We're here to shape the future, which is why we all have a responsibility to be thinking about the big issues of tomorrow.
- **Cooperation:** We nurture the relationships that we've built over many years and we know by working together we can achieve more than we can alone.
- **Respect:** We take the time to understand and make decisions and have due regard for the feelings, wishes and rights of others.
- **Excellence:** We will always strive for continuous improvement and will produce the best solutions and deliver the best services possible.

About Highfield Middle School

Highfield Middle School is a proud school serving the equally proud community of Prudhoe in Northumberland. Our school has a very positive ethos where all individuals are respected and valued, regardless of age, background or beliefs. We are determined that all pupils will be given equal opportunities to thrive and succeed, and we will challenge and support them to overcome all potential barriers to learning. We aim to provide the highest standards of education and value academic excellence, pupil wellbeing and personal development in equal measure.

We are a good (Ofsted 2024) and improving school who are proud to be part of Cheviot Learning Trust. We firmly believe we offer a fantastic school to work in, with wonderful pupils, brilliant colleagues and a strong and supportive senior team.

Further information can be found on our school website, but some key quotes from our most recent Ofsted inspection report can be found here:

- Pupils are positive and confident. They feel safe and well supported by staff who know them well.
- Strong relationships between staff and pupils create a calm and respectful atmosphere.
- The school helps pupils develop into resilient and ambitious young adults.
- Leaders have high expectations of what pupils can accomplish personally and academically.
- The school have designed their curriculum to meet the needs of both key stage 2 and key stage 3 pupils well. The curriculum takes account of what pupils already know and what they will need to know in future.
- Pupils with special educational needs and/or disabilities (SEND) are included in all aspects of school life. Adults working with SEND pupils know them well.
- Leaders develop strong partnerships with parents of SEND pupils.
- The schools' wider offer for pupils is excellent. The personal, social and health education pupils receive helps them understand how to live healthy and happy lives.
- The school is an inclusive and tolerant place where everyone is welcome. Bullying almost never happens at the school. If it does, pupils know an adult will help them to sort things out. Highfield pupils understand the importance of including everyone.
- Staff feel valued and are proud to work at the school.



Job Advert

Highfield Middle School
Part of the Cheviot Learning Trust
Headteacher: Mr Richard Oades

Lunchtime Supervisory Assistant
Part Time – 7.5 hours per week (term time)
Monday to Friday lunchtimes, 12:00–13:30pm
Salary: £24,413 FTE, £12.65 per hour, £4,147 pro rata

Closing date:

12 noon on Wednesday 3rd September 2025

Interviews: Week commencing 8th September 2025

Our governors are looking to appoint an enthusiastic Lunchtime Supervisory Assistant to join our very successful team as soon as possible.

You will be required to play an integral role in our lunchtime provision for children. Your duties would include supervising and looking after children in the dining hall and outside, making sure they are safe, talking to them and encouraging good behaviour and healthy play.

The successful candidate must:

- Have the ability to follow oral & written instructions
- Be able to keep basic work records
- Be able to work outdoors all year round
- Be able to form positive relationships with young people.

We firmly believe we offer a fantastic school to work in, with wonderful pupils, brilliant colleagues and a strong and supportive senior team.

In return, we can offer you:

- A caring, nurturing, supportive, dedicated and hardworking team of individuals with a common vision and set of goals.
- Fantastic children who are eager to learn and very well behaved.
- A strong school and Trust which is outward looking and forward thinking.

Please contact Jenny Jewitt (School Manager) for any questions about the school.

info@hms.cheviotlt.co.uk
01661 833922

Job Advert Continued

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. If you are invited for interview, you will be required to disclose convictions that would not be filtered, prior to the date of the interview. Certain spent convictions and cautions will be 'protected' and do not need to be disclosed. Full details on protected convictions and information about which convictions must be declared during job applications can be found on the [Ministry of Justice website](#).

You will be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

This role will include Regulated Activities and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post. This policy outlines the Trust's approach to the recruitment of [ex-offenders](#).

Completing an Application Form: Application forms can be downloaded from the [Trust website](#).

If you have a Gmail account:

- Open the Application document
- Click 'Sign in' at the top right of the page
- Go to File > Make a copy
- Complete the application form in the Google.

If you don't have a Gmail account:

- Open the Application document
- Go to File > Download as > Microsoft Word
- Complete the app

Alternatively, you can print a copy of the form or request a paper copy from our school office, which can then be completed by hand.

Completed applications should be returned via email directly to info@hms.cheviotlt.co.uk. Paper copies can be handed in at the school reception.

Informal discussions prior to interview are encouraged. Please contact us using the details below.

If you require assistance or have any questions, please reach out using the contact details provided below:

01661 833922

<https://hms.cheviotlt.co.uk/>

info@hms.cheviotlt.co.uk



Job Description

Lunchtime Supervisor SG9

Job purpose

Under the direction of a Senior Lunchtime Supervisory Assistant or the Headteacher, to ensure the safety, welfare and good conduct of pupils during the midday break period.

Duties and key result areas

Individually or as part of a team, Include but are not restricted to:

- Supervise pupils in the dining hall, playground areas and school premises.
- Ensure the maintenance of good order/discipline.
- Deal with accidents and incidents in accordance with school procedures.
- Clean up spillages as necessary.
- Other duties appropriate to the nature, level and grade of the post.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of

the post and the grade has been established on this basis.

Responsible to

- Senior Lunchtime Supervisory Assistant
- Headteacher

Staff

None

Finance

None

Physical

None

Clients

None

Physical requirements

Continuous standing and walking

Transport requirements

None

Working patterns

Monday to Friday, lunchtime working

Working conditions

Outside working

Person Specification

Key to assessment methods (a) application, (i) interview, (r) references, (t) ability tests, (q) personality questionnaire, (g) assessed group work, (p) presentation (o) other case studies/visits

SPECIFICATION	ESSENTIAL	DESIRABLE	ASSESSMENT
Knowledge / Qualifications	No particular qualifications or knowledge are required.		(a)
Experience	No specific experience in the workplace is necessary.	Some experience in a similar environment.	(a)
Skills and competencies	Ability to follow straightforward oral and written instructions and to keep basic work records. Physical skills related to the work.		(a) (i) (r)
Physical, mental and emotional demands	Ability to work outdoors all year round.	none	(a) (i) (r)
Motivation	A commitment to providing a quality service to customers.	A willingness to undertake job related training.	(a) (i) (r)



Contact us

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Prudhoe
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