



# APPLICANT INFORMATION

## LUNCHTIME SUPERVISORY ASSISTANT



**Springwell**  
School

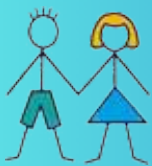
SMILE • ACHIEVE • BELONG Wiltshire Way, Hartlepool, TS26 0TB

**Keep In Touch  
With Us**

01429 280600 

[www.springwellschool.co.uk](http://www.springwellschool.co.uk) 

**EXTOL**  
TRUST 



**Springwell**  
School  
SMILE • ACHIEVE • BELONG

Dear Applicant,

Thank you for taking the time to look through the following information about our school. We very much look forward to hearing from you as you progress your interest in the post to an application.

It is a privilege to be the Head Teacher of Springwell School, an outstanding school where the children are a delight and the hard-working staff and governors are committed to ensure the best possible outcomes for all our children.

Informal visits are welcome and can be facilitated either within, or outside of, the school day. Please feel free to get in touch to arrange a visit if you would like to do so.

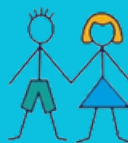
Kind regards.

Zoe Westley  
Headteacher



# CONTENTS

1. Trust Vision and Values
2. Our School
3. Advertisement
4. Job Description
5. Person Specification
6. Applying



**Springwell**  
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# TRUST VISION & VALUES

Extol Trust is an ambitious and collaborative Trust based in the North East of England. The Trust's conception was driven by a passion and a moral belief that all pupils deserve to attend a 'stand out school', where they flourish personally, academically and socially.

We place children at the centre of all we do, aiming to create a climate where excellence flourishes as a result of outstanding leadership, engaging teaching and high quality learning. We are a Trust which works hard to be an employer of choice ; we know we can't have great schools without great staff and we work very hard to recruit, retain and develop our people to be the best they can be.

We place Extol Trust as both a system and civic leader, working with other organisations to advance education for the wider common good. Through the development of purposeful partnerships and true collaboration, we aim to impact not only on our school communities but the wider education landscape. We believe that strong collaborative Trusts should be at the front and centre of shaping education reform.



Mr Craig Nicholson, CEO



# TRUST VISION & VALUES

Our aims are reflected in our continual commitment to the 'levelling up' agenda within education and the North East communities that we serve. As a collective we are determined that all pupils, regardless of background or where they go to school, have equal access to a high-quality education which equips them with the knowledge, skills and understanding to realise their ambitions and attain their potential.

## OUR CORE VALUES

**Inspiration** Extol is a Trust that inspires all of its schools to be that "stand out school". We constantly seek inspiration from local, national and international initiatives/research. We passionately believe that by investing in our workforce we develop an inspiring, committed and professional team within each school

**Excellence** Extol has a focus on excellence in all that we do. We strive to achieve the very best for our schools and their communities. We know that access to an excellent education opens opportunities for individuals and the community in which they live

**Partnership** Extol knows there is power within a partnership of schools. We believe that a true, inclusive partnership with people driven by the same 'why', allows our family of schools to learn with and from each other.



# OUR SCHOOL

Our school is not just a place for education, it's a thriving and welcoming community where a smile is the norm.

Children have the opportunity to take part in a wide range of additional activities such as cookery, trampolining, sports clubs, residential and performing arts. During their time at Springwell School, children will grow in confidence, develop independence and enjoy learning in a school that goes that extra mile.

The school is blessed to have the most dedicated and passionate Senior Leaders, Teachers and Support Staff who truly care about every single child within our school and who will exceed expectations to ensure that Springwell gives children lasting memories and is an experience through which they will truly flourish.





# ADVERTISEMENT

Lunchtime Supervisory Assistant

Permanent Post

We are looking to appoint to this role as soon as possible

Band 3

Actual Salary £4230.69 - £4327.08 per annum

7.5 hours / week, term time only (190 days per annum)

Springwell School caters for the needs of primary aged pupils with Profound and Multiple Learning Difficulties, Severe Learning Difficulties, Specific Learning Difficulties, Autistic Spectrum Disorders and Social, Emotional and Mental Health Difficulties.

Due to our growing cohort, we need an enthusiastic, experienced Lunchtime Supervisory Assistant who is dedicated to the role.

Springwell School, as part of Extol Academy Trust, is committed to safeguarding and promoting the welfare of children. It will ensure that the highest priority is given to following current guidance and regulations to keep the children in our care safe. As such this post is subject to safer recruitment measures and is exempt from the Rehabilitation of Offenders Act 1974 (as amended) and requires an Enhanced check to be made through the Disclosure and Barring Service (DBS).



# ADVERTISEMENT

As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.

Applicants must have the ability to fulfil all spoken aspects of the role with confidence through the medium of English. Applicants will also be expected to provide proof of qualifications.

If you would like to visit Springwell or discuss this post, please contact the Head Teacher (Zoe Westley), the Deputy Head Teacher (Sam Beacher) or Assistant Head Teachers (Louise Hillan and Caroline Derbyshire). They can be contacted via the school telephone number: 01429 280600.

References will be sought from current and previous employers. Testimonials and open references will not be accepted.

# JOB DESCRIPTION

## **Purpose of the role:**

- To work as part of a team monitoring pupil behaviour during break times.

## **Responsibilities:**

Under the guidance and direction of teaching staff and/or supervisors:

- Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the break times, having regard to special or additional needs.
- Encourage pupils to follow and adhere to school behavioural codes and expectations of cleanliness and tidiness.
- Assist with first aid and welfare issues, looking after sick pupils as requested.
- Complete appropriate documentation as required.
- Undertake duties in indoor and outdoor environments.
- Assist in the supervision of other activities during the midday break, including setting out and storing equipment.
- Clean up spillages of food or liquid during meal service.
- Wipe down tables and clean dining areas between meals.
- Report incidents in line with school policy.
- As directed by teaching staff and/or supervisors, follow laid down rotas within the team.
- Provide information as necessary to other school staff.
- Promote and safeguard the welfare of children and young people that you are responsible for or come into contact with.

## **Indicative Knowledge, Skills, Experience:**

- Experience of working in a school environment.
- Knowledge of school procedures for the supervision of midday meals service and lunchtime activities.

## **School Ethos:**

- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Develop constructive relationships and communicate with other agencies/professionals where appropriate to the role.
- Share expertise and skills with others.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
- Within a responsibility of a duty of care, comply with all policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils.



# PERSON SPECIFICATION

|                             | Essential Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Desirable Criteria                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications</b>       | <ul style="list-style-type: none"> <li>Basic numeracy and literacy skills (A)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>First aid certificate (A)</li> <li>Safeguarding training (A)</li> <li>Child Protection training (A)</li> <li>Willing to take part in further training (A, I)</li> </ul>                                                                                                                                                                                                                          |
| <b>Experience</b>           | <ul style="list-style-type: none"> <li>Previous experience of working with, or caring for, children aged 3 - 11</li> <li>Experience of working within a team environment (A, I, R)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>Experience in working in a school environment (A, I, R)</li> </ul>                                                                                                                                                                                                                                                                                                                               |
| <b>Knowledge and Skills</b> | <ul style="list-style-type: none"> <li>Awareness of Health &amp; Safety issues (A, I)</li> <li>Knowledge of how to keep children safe and to ensure their social and emotional needs are met (A, I)</li> <li>Demonstrate the ability to work as part of a team (A, I, R)</li> <li>Demonstrate the ability to use own initiative (A, I, R)</li> <li>Demonstrate good communication skills (A, I, R)</li> <li>Ability to communicate with a range of people including children (A, I, R)</li> <li>Being able to respond positively and appropriately to situations (A, I, R)</li> </ul> | <ul style="list-style-type: none"> <li>Excellent IT skills (A, I)</li> <li>Knowledge of intervention strategies (A, I, R)</li> <li>Knowledge and understanding of the SEND Code of Practice (A, I)</li> <li>Commitment and evidence of own professional development (A, I, R)</li> <li>An excellent knowledge of correct spelling, grammar and punctuation (A, I)</li> <li>Knowledge of data protection issues (GDPR) (A, I)</li> </ul> |
| <b>Personal Attributes</b>  | <ul style="list-style-type: none"> <li>The desire to make a contribution towards the ethos and vision of the school (A, I)</li> <li>Form supportive and positive relationships with adults and children (A, I)</li> <li>Be a positive role model for pupils with regards speech and language, dress, behaviour and attitude (I)</li> <li>Be flexible, adaptable and act on initiative. Be constructive in response to issues and problems as they arise (A, I)</li> </ul>                                                                                                             | <ul style="list-style-type: none"> <li>Ability to work flexibly if required (I)</li> <li>An understanding of confidentiality and data protection issues (I)</li> </ul>                                                                                                                                                                                                                                                                  |
| <b>Additional</b>           | <ul style="list-style-type: none"> <li>Enhanced safeguarding checks (A, I)</li> <li>Full recommendation from both referees (R)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>Strong recommendation from both referees (R)</li> </ul>                                                                                                                                                                                                                                                                                                                                          |

A – Application Form

I – Interview

R - Reference





# APPLYING

## Requesting an application form

Application forms and further details are available to download from the school website

<https://www.springwellschool.co.uk/vacancies/>

Personal information provided on application forms will be retained and used in accordance with the General Data Protection Regulations (GDPR) 2018 and other legislative provisions. Please review our Privacy Policy at <https://www.springwellschool.co.uk/gdpr/>

## Completed application forms

Please email completed application forms to:

**office@springwell school.co.uk** or post to Springwell School, Wiltshire Way, Hartlepool, TS26 0TB by the closing date specified.

**Closing date for applications:** Wednesday 7th October 2026 at 12pm

**Shortlisting:** afternoon of Wednesday 7th October 2026

**Interviews will be held on:** Monday 12th October 2026