SPARK EDUCATION TRUST

SALTBURN PRIMARY SCHOOL

Supervisory Assistant

Candidate Information Pack

Closing Date: 9.00am, Friday 13th November 2026

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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 Headteacher

Dear Applicant,

I would like to take this opportunity to thank you for your interest in the post Supervisory Assistant at Saltburn Primary School. We are seeking to appoint an enthusiastic and talented Supervisory Assistant who has the vision and drive to make a significant impact across the school and is committed to making a difference to the lives of our children.

Saltburn Primary School is a family school with dedicated staff and a supportive Local Governing Committee, proudly standing at the heart of our coastal community. We are committed to building strong relationships with our families to enable all of our children to flourish. As part of our school ethos to 'Nurture, Inspire, Achieve', we expect and teach our pupils to behave in a responsible manner, both to themselves and others, show consideration to others, have a positive attitude to learning and respect others at all times.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what Saltburn Primary School and Spark Academy Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Kind regards,

Caroline Chadwick
Headteacher

Supervisory Assistant

Job Title: Supervisory Assistant
Location: Saltburn Primary School
Start Date: As soon as possible
Actual Salary: £2,913 to £2,979 (Grade C, SCP 3)
Hours of Work: 5 hours per week, term time only (1 hour per day, Monday to Friday)
Contract Type: Permanent
Closing Date: 9.00am, Friday 13th November 2026
Interviews: Friday 20th November 2026

About the Role
We seek to appoint a Supervisory Assistant who will escort pupils to and from the dining hall during lunchtime, assisting younger pupils at the serving counter and with proper use of and returning of trays, cutlery and beakers etc. You will also supervise pupils in the playground and ensure behavior standards are in line with school policy. A willingness to train in first aid is essential as you would need to deal with any minor issues and ensure children play safely reporting and asking for assistance from appropriate members of staff as necessary.

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 office@saltburnprimaryschool.co.uk, addressed to Mrs Caroline Chadwick, Headteacher.

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.

Saltburn 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:	Lunchtime Supervisory Assistant
GRADE:	C (SCP 3)
REPORTS TO:	Headteacher
MAIN PURPOSE:	To work under the direction of the Headteacher to supervise and support pupils during the lunchtime period and ensure that problems are resolved or referred to an appropriate level.

TASKS:

- Encourage positive play on the playgrounds
- Devise and initiate constructive play opportunities for children when required
- Ensure that children 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 a member of the Senior Leadership team 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 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 and 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 office@saltburnprimaryschool.co.uk, addressed to Mrs Caroline Chadwick, Headteacher.

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: 9.00am, Friday 13th November 2026

Interviews to be held: Friday 20th November 2026

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.

Spark Education Trust is a company limited by guarantee registered in England. Company Number: 10249712. VAT Number: 476496535.
Registered Office: Whinstone Primary School, Lowfields Avenue, Ingleby Barwick, TS17 0RJ