



Lunchtime Supervisor

Reporting to:	Senior Lunchtime Supervisor
Start Date:	As soon as possible
Location:	Ark Victoria Academy, Talbot Way, Small Heath, Birmingham, B10 0HJ
Contract:	Permanent
Working Pattern:	Term time only
Working Hours:	15 hours per week, Monday to Thursday
Salary:	Ark Support Grade 2, point 2 to 3 (£23,723 to 24,027) Pro rata salary: £8,561 to £8,671.
Closing Date:	27th June 2025 at 11am

Ark Victoria Academy is seeking **an energetic and passionate Lunchtime Supervisor** to join our **operations team**.

About the role:

Join our dedicated team at Ark Victoria Academy, an all-through school committed to providing a nurturing and supportive environment for students from early years to secondary education.

The postholder will work with the pupils through lunch breaks, helping them whilst eating their lunch and ensuring health and safety of children is maintained at all times. The post holder will supervise behaviour and leading playground activities, including supervising play inside the classroom in the event of bad weather. They will have a particular focus on the health and emotional needs of the pupils.

About Ark Victoria Academy

Ark Victoria Academy provides pupils with an excellent education through an ambitious curriculum, personal development and character programme, and an extensive student experience and extra-curricular offer. Although we are a large school, we are able to retain a family feel, to nurture our pupils through their schooling and ensure that they flourish and leave us with the skills and qualifications necessary to continue their journey of life-long learning in a university or career of their choice.

Our school values and virtue pathways are crucial to our culture and ethos, they are also part of the way we work and learn together and have been instrumental to us on our school improvement

Ambitious

Resilient

Kind



journey. Our values of Ambition, Resilience and Kindness permeate our curriculum, our culture, school and our learning community.

It is for these reasons that Ark Victoria Academy was judged to be significantly improved in all areas from the 2019 'Good' inspection, by Ofsted, in October 2024: *'This is a school which lives out its values in full for the benefit of children in Nursery to the pupils in Year 11...pupils thrive at all stages of Ark Victoria Academy...as the school knows its pupils very well, they are very well supported to engage with the school's ambitious curriculum'*. The full report (September 2024) can be found here: <https://files.ofsted.gov.uk/v1/file/50262921>.

We prioritise staff development with a strong emphasis on securing expert subject knowledge from our teachers, strong teaching and leadership and a focus on excellence for our pupils and staff. **Our [website](#) can provide more information about Ark Victoria Academy.**

Why work for our school?

We value our staff and provide a comprehensive programme of coaching and professional development for all our staff. We use our values and our virtue pathways to shape the way we work and learn together. Hear what our teachers have to say about working at Ark Victoria Academy: <https://arkvictoria.org/jobs/working-for-us>

- We take CPD seriously, which is why we offer twice the number of training days as standard
- Our school's 'Wellbeing Wednesdays' are a great hit – get in touch to find out more
- Our staff can take advantage of our on-site fitness suite
- Access to Ark Rewards scheme offering up to £1,000 a year in savings from over 3,000 major retailers
- Interest-free loans of up to £5,000 available for season tickets or a bicycles
- Gym discounts offering up to 40% off your local gym

For an informal conversation about the role please contact HR Officer, Qudsiyyah Qureshi, via 0121 393 4459 or via q.qureshi1@arkvictoria.org.

Please note the school reserves the right to close this advert early and interviews may take place before the advertised closing date. Applicants are strongly encouraged to apply early for this role to avoid disappointment.

How to Apply:

Please submit your application online by visiting <https://arkvictoria.org/jobs/vacancies>.

Job Description

Key responsibilities

- To establish good relationships with all children.
- To ensure orderly and calm lunchtime eating for hot food and sandwiches.
- Assisting children with their lunch, including helping them to cut their food.
- Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff
- Encouraging ways of playing that will motivate pupils to develop their own play skills and games challenges.
- Planning activities and games with/for the pupils.
- Encouraging fair and caring behaviours among the pupils.
- Talking to pupils about their concerns or worries.

Ambitious

Resilient

Kind

.....

- Encouraging independence and self-esteem.
- Dealing with injuries and emergencies.
- Keeping/making records of incidents. / completing paperwork
- Encourage pupils to be aware of their own safety and that of others.
- Administer basic first aid.

Leadership of vision and strategy including:

- Instilling an ethos of high expectations for behaviour and achievement of all students
- Helping implement overall academy development plan and undertake other various responsibilities as directed by the principal.

Other

- Undertake any other professional duties as set down in the Ark pay and conditions of service document, and as directed by the principal.
- This post is subject to an enhanced DBS disclosure.

Person Specification: Lunchtime Supervisor

Qualification criteria

- Right to work in the UK
- First Aid Certificate (desirable)

Experience

- Experience of organising of games (desirable)
- Experience of supervising children at the appropriate age range.
- Experience in a similar role within a school or the education sector (desirable)

Personal characteristics

- Able to use initiative and imagination to devise games and play activities for children.
- Highly organised and efficient; capable of multi-tasking and working at pace.
- Helpful and positive nature, calm and caring.
- Positive commitment to student achievement and staff development.
- Genuine passion and belief in the potential of every pupil.

Specific skills

- Have specific strategies to combat attention-seeking.
- Have attention to detail and be able to complete necessary paperwork accurately.
- Able to help implement the necessary routines and patterns to establish good behaviour management within the school.
- Able to contribute to overall school behaviour and provide feedback.
- Ability to deal with minor incidents, first aid and the personal health and hygiene of pupils.
- Ability to work closely and effectively within a team.
- Strong interpersonal skills.
- Strong English language, reading and writing skills

Vision and strategy

- Vision aligned with the academy's high aspirations and high expectations of self and others
- Clear understanding of the strategies to establish consistently high standards of results and behaviour in an inner city school and commitment to relentlessly instilling these strategies

Other

- Right to work in the UK

Ambitious

Resilient

Kind



- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process which will include questions about safeguarding. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Executive Principal

I am delighted and proud to welcome you to Ark Victoria Academy, a family school in the heart of Small Heath. I joined our academy in 2019 and am working hard with our pupils and staff to make sure our school continues to improve. We want to provide an excellent education for each and every one of our pupils.



As Principal, it is my responsibility to create an environment in which your child can become a confident, articulate, resilient and kind young adult. Our curriculum, enrichment programme and student experience days, help ensure our pupils learn, thrive and make progress. We are committed to preparing and supporting our pupils to go on to pursue careers they are passionate about, contributing positively to society and living happy, healthy and fulfilled lives.

Our school community works hard to ensure our values of being **ambitious**, **resilient** and **kind** underpin our work and are upheld by us all.

We know that all children can and will achieve success and our dedicated staff work hard to nurture, support and provide challenge, to make this a reality. We welcome and value the input of carers and parents; together, we work hard to help realise the dreams and ambitions of our children and their families.

Please take a look around our website to find out what we can offer your child. The best way to really understand our school is to experience it. I would love to show you around and answer any questions you may have.

Ms Ela McSorley, Executive Principal

Being part of the Ark network

Ark is an international charity, transforming lives through education. We exist to make sure that every child, regardless of background, has access to a great education and real choices in life. We know that great schools need great teachers, which is why we offer you the very best training and support at every stage of your career - from starting out as a trainee to running your own school.

Our highly-successful network of 39 schools educates over 20,000 students across Birmingham, Hastings, London and Portsmouth. They are achieving some of the best results in the country despite being largely in areas of historic academic underachievement.

Ark schools prioritise six key principles: high expectations; excellent teaching; exemplary behaviour; depth before breadth; more time for learning; knowing every child.

Ark invests significantly in a number of professional development programmes which complement academy level training:

Ambitious

Resilient

Kind



- The Ark training menu: we have developed a bespoke training menu, which is accessible by all staff in the network offering a wide range of training modules to staff in all roles
- Network support: schools share CPD, allowing us to share best practice and role specific training across the network, facilitated by in-school and central staff
- Ark staff receive 10 training days each year rather than five creating time to collaborate with subject specialists within each school and across the network

Ark is at the forefront of changing education society through education. You can read more about how Ark is transforming lives through education [here](#).

Ark Safer Recruitment Procedure

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

Reference checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.