Victoria Academies Trust

Lunchtime Supervisor, Northfield Manor Primary Academy, Selly Oak, Birmingham

Recruitment Pack

Permanent, part time, term time only (45.79 weeks) from 2.11.2026

Pay scale: NJC SCP 03-08 £24796-£26824 (starting salary £4486.59 per annum) Subject to pay award

#BeTheBestYouCanBe

Welcome From the CEO

Thank you for your interest in joining the team at Victoria Academies Trust.

I am delighted that you are interested in working with us. Victoria Academies Trust is a primary only trust based in the West Midlands consisting of a mix of sponsor, converter and free schools. We currently have ten schools open; nine mainstream and one special school.

Victoria Academies Trust was set up in 2014 up with the sole aim 'to make our people the best they can be'. We are passionate about making a difference to the lives of our pupils,

families and colleagues. We want to inspire our young people to achieve more than they imagine possible, and having the right people in every role across our schools is an important part of making our vision become reality.

We have a strong board of Trustees who work closely with the trust executive team to focus on our goals of investing in our school communities, growing and valuing our colleagues and preparing our children for the

future. This ensures that our schools are on a continual journey to the be best they can be. We currently educate over 3200 pupils across

the primary age range, and employ over 500 colleagues across our schools and in our Trust Central Team.

We may be ten schools, but our vision and values run through our Trust and we truly as a family, united in our ambition for our people 'To Be The Best They Can Be'.

The opportunity:

We are looking to recruit a permanent, full time class teacher at Devonshire Infant & Junior Academies from 1st September 2025.

Full downloadable recruitment forms can be found on our website at Job Vacancies (victoriaacademiestrust.org)

We are committed to flexible working and are happy to have discussions with prospective candidates.

Sharron Philpot

CEO

Victoria Academies Trust

About Us

Our Mission

Our mission is our reason for being - it is simply: to make our people the best they can be.

Our people are our colleagues, our pupils, our governors and our school communities – we work with and empower our people to be the best they can be.

Our Vision

Our vision is the picture we paint, the future we want to create, based on our mission.

We are a family of schools, united in our passion for inspiring pupils to achieve more than they imagine possible.

We have a positive influence on children's lives in areas where we can make the most difference.

We are ambitious for our children. Our high expectations of them, the memorable experiences and opportunities they have in our schools, along with the kindness and compassion which is at the centre of our Trust means that they will be successful in whatever they choose for their future.

We are at the heart of our communities; a place where local people can turn to for help, support and guidance, working with us for the greater good of our shared community.

We are aspirational for our people, who are given opportunities to grow, develop and become experts in their chosen fields.

Our people feel valued and supported; they show ambition, courage and resilience, but most of all are kind and respectful.

Our
Values

Our Values are important to us and guide our behaviours, our relationships and the way we work together. They define how we want to be.

These values of Unity, Integrity, Courage, Curiosity and Excellence, along with our commitment to strong ethical leadership ensure that we build a positive and powerful legacy to be proud of.

Unity

We know that by working together, we are stronger than working alone. We work together as a family, united in our shared responsibility to achieve our mission.

Integrity

We show integrity by being honest, truthful, and transparent; always doing what we believe is right and true. We show kindness and respect by treating others with dignity, empathy, and understanding.

Courage

We show courage by being ambitious, challenging ourselves and others to achieve more. We take on challenges with enthusiasm, determination, and resilience, learning from failures.

Curiosity

We show curiosity by having a passion to learn, explore, and discover new things and new ways of working. We are innovative and ambitious, always seeking to be even better.

Excellence

We have a strong commitment to continuous improvement, a willingness to learn and a dedication to becoming the best we can be.

What we can offer you

Joining the Victoria Academies Trust means becoming part of a vibrant and dedicated community that is committed to ensuring colleagues are supported 'To Be They Best They Can Be'

This is what we can offer you:

Competitive Pay Scales

- **Transparent Salary Framework:** *We offer clear and transparent pay scales, aligned to government recommended pay, that reflect your experience and expertise.*
- **Annual Pay Review:** *Commitment to regular reviews to ensure our salaries remain aligned to government recommended scales for teaching and non-teaching staff.*

Generous Pension Scheme

- **Teachers' Pension Scheme:** *Benefit from one of the most generous pension schemes in the UK.*
- **Local Government Pension Scheme**: *Our support staff are enrolled in the LGPS, which is a secure and flexible pension plan that provides a valuable package of retirement and death in service benefits*
- **Employer Contributions**: *We make significant employer contributions to your pension, helping you plan for the future with confidence.*

Professional Development

- **Tailored Growth:** *Benefit from our bespoke professional development programmes, designed to help you reach your career goals.*
- *Access to over 100 tailored CPD courses through a mix of flexible webinars and online or face to face opportunities*
- *Opportunities to network with likeminded individuals- through networks, meetings and our annual Whole Trust Conference.*
- **Leadership Opportunities:** *With a clear pathway for progression, you have the chance to advance into leadership roles within our trust – teaching and non-teaching*

Well-being and Support

- **Work-Life Balance:** *We support a healthy work-life balance with flexible working options and a commitment to you through our Flexible Working Policy and People Strategy*

- **Health and Wellness:** *Access to our comprehensive wellbeing and benefits scheme which includes counselling services, access to Doctor, Nurse and Physio support, online wellbeing and exercise sessions, discounts on gym membership, cycle to work scheme and lifestyle voucher scheme*

- *Paid expenses in line with HMRC guidance – and access to free parking on site at our schools*

- **Dedicated technology –** *To enable to to fulfil your role effectively*

- *Dedicated shared working spaces allowing colleagues to collaborate and work in way that suits them*

- *Generous holiday allowance – many of our roles are term time only contracts*

Community and Culture

- *Collaborative Environment: Thrive in our culture of teamwork and support, where ideas are shared and successes celebrated.*

- *Community Impact: Make a real difference in our local communities through various outreach and engagement activities and events*

We are proud to offer a fantastic and supportive working environment where our passion for inspiriting our children to achieve more than they imagine possible is at the heart of everything we do.

If you're ready to make a significant impact and grow with us, we would love to welcome you to our team

Our Schools, Our Journey

2012
Victoria Park Primary becomes Victoria Park Academy

2014
Victoria Academies Trust founded

2014
Rowley Park Academy, Staffordshire join as first sponsor school

2014
Devonshire Infant and Junior Academies, Sandwell join as converter

2015
Northfield Manor Academy, Birmingham join as a converter academy

2016
Fibbersley Park Academy, Walsall join as a sponsor academy

2017
Birchen Coppice Academy, Worcestershire join as a sponsor academy

2018
Foley Park Academy, Worcestershire join as a converter academy

2019
Poppyfield Academy, Staffordshire opens as our first Free School

2022
Elm Tree Academy, Sandwell opens as our first SEND Free School

2025
Whitehall Nursery & Infant Academy join as converter school 2025

Role Overview

Lunchtime Supervisor- Northfield Manor Primary

Northfield Manor Academy is a two form school in Birmingham which became part of the Victoria Academies Trust in 2015. The trust aims to build a family of outstanding schools who share a passion for powerful, immersive and creative learning. Northfield Manor Academy is a well-resourced school in an attractive environment.

We are looking to appoint a lunchtime supervisor to work within the school, who enjoys working with children and wants to work as part of a friendly, enthusiastic team to ensure that dinner-times are meaningful enjoyable breaks.

We are looking for applicants who;

Are able to support the school values and ethos

Have the patience to work with young children

Will be able to support activities in the playground and dining hall

Are energetic, positive and have the ability to work effectively as part of our team

Are willing to go the extra mile to make great things happen for our children

Are willing to undertake further training with regards to their role

As a school, we can offer the successful candidate:

- *A commitment to continuing professional development*
- *A supportive and hardworking staff team who are united in their drive to ensure children achieve the very best outcomes academically and socially*
- *Friendly and happy children who are keen and eager to learn*

Northfield Manor Primary is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

For further information, please contact the school office on 0121 594 0898 or via email enquiry@northfieldmanoracademy.org.uk. Please return completed applications to the email address above or marked for the attention of Mrs Taylor, Northfield Manor Academy, Swarthmore Road, Selly Oak, Birmingham, B29 4JT

Closing Date: Monday 5th October 2026 noon

Interviews: Wednesday 7th October 2026

There is an expectation that candidates will be observed in activity with the children

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IN THE ARENA

Job Description

Responsibilities of the role

School – Northfield Manor Primary Academy

Position profile

School:	*Northfield Manor Primary academy*
Post title:	*Lunchtime Supervisor*
Responsible to:	*Head Teacher*
Remuneration:	*NJC Grade 2 – SCP3-8 £24796-£26824 (starting salary £4486.59 per annum)*
Commencement date:	*Monday 2nd November 2026*

General professional duties and responsibilities:

This job description will be reviewed annually and may be amended at any time following discussion between the Head Teacher and member of staff.

To assist the Head Teacher with the supervision of children before, during and after the midday meal.

Role Overview:

As a Lunchtime Supervisor you will play a crucial role in ensuring that lunch periods are safe, enjoyable, and well-organized for children. You will supervise children during lunchtime, ensuring they follow school rules and have a positive social experience.

Main Activities:

- *Supervise and support children during lunchtime, ensuring their safety and wellbeing*
- *Supervision of washing children's hands, escorting children to and from the dining room, supervision in the dining room and supervision in the school or playground.*
- *Encourage positive social interactions and resolve any disputes or issues that arise.*
- *Lead play and games with children individually or in groups.*
- *Ensure that children adhere to school rules and promote good behaviour.*
- *Provide assistance to children with special needs if required.*
- *Communicate effectively with school staff to report any concerns or incidents.*

Note

1. This job description is not necessarily a comprehensive definition of the post. The particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the Headteacher with the postholder.

Person Specification

Lunchtime Supervisor – Northfield Manor Primary Academy

	Qualities
Qualifications	• *N/A*
Skills and knowledge	• Understands what safe and sensible play looks like • Know how to support and encourage positive play activities appropriate to the • children's age • Gives clear instructions to the children • Can deal with awkward playground situations involving injury, aggression, • upset children, etc • Patience and the ability to stay calm • Good communication skills • The ability to work as part of a team
Personal Qualities	• Enjoyment of working with children • Sensitivity and understanding, to help build good relationships with pupils • A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school • Commitment to maintaining confidentiality at all times • Commitment to safeguarding pupil's wellbeing and equality • Resilient, positive, forward looking and enthusiastic about making a difference

**Note: Due to the nature of how a multi-academy trust operates there is an expectation that all staff are willing and able to travel across the MAT (via their own car) to provide school-to-school support from time to time, as required. This means that a clean driving licence and acceptance of these terms is essential. Travel expenses will be reimbursed at the agreed rate.*

Safeguarding

Victoria Academies Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects our staff and volunteers to share this commitment. Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service, and comply with the Safeguarding Policy and child protection practices of the Trust.

Equalities:

Victoria Academies Trust has a strong commitment to achieving equality of opportunity in its academies and in the employment of people. The post will ensure that the Trust meets its statutory obligations in relation to all aspects of equalities legislation.

Flexible Working:

Victoria Academies Trust is committed to ensuring that all colleagues have working conditions that meet their own needs, as well as the needs of their schools and children. Details of our Flexible working policy can be found on our website: **VAT-Flexible-Working-Policy-v1.0-.pdf (victoriaacademiestrust.org)**

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