



ADVERTISEMENT

Post title	Lunchtime Supervisor
Location	King's Meadow Academy Wakefield Road Pontefract WF9 5BP <i>Part of Waterton Academy Trust</i>
Salary & Grade	Grade 2 SCP 2 FTE £20,441 (Actual -£3,457)
Hours	7 hours 30 minutes per week Term Time Only Permanent

King's Meadow Academy is an average sized school and joined Waterton Academy Trust in 2018. The Trust consists of 13 primary phase schools in the Wakefield and Barnsley area. At Kings Meadow Academy, we work hard to provide an exceptional learning experience for the children of the community.

As part of the successful Waterton Academy Trust our children and staff enjoy enhanced opportunities for collaboration with peers and colleagues across the 13 Trust schools. The Trust's main aim is to ensure all children receive the education that they deserve, and at our school every child is offered support and challenge so they can reach their full potential.

We are currently seeking a Lunchtime Supervisor to join our friendly team. The main responsibility of the role will be to supervise pupils during their lunch break, ensuring the well-being and safety of all.

The successful candidate will:

- Fully support the ethos of the school
- Be willing to participate with games and activities; both in and outdoors. These activities can vary on a daily basis so need to be tolerate of change
- Be a team player with good interpersonal skills
- Be patient, caring, understanding, positive and supportive
- Support pupils while they eat their lunch, making sure tables are clean and that water is available
- Ensure table manners are maintained
- Report accidents and complete the appropriate forms
- Ensure that school discipline & Child Protection policies are implemented
- Support the work of other Lunchtime Supervisors & school staff
- Respond well to delegation as required by the supervisor & senior members of staff
- Record inappropriate pupil behaviour and convey serious incidents to the senior leaders
- Maintain checks throughout the lunch break to ensure pupils are safe
- Have good communication skills
- Act as a positive role model



In return, we can offer:

- A supportive and forward thinking leadership team
- Professional development opportunities
- An absolute commitment to safeguarding and promoting welfare and safety of staff and children
- A great atmosphere which promotes inclusion and co-operation
- A health and wellbeing package
- A cycle to work scheme
- An excellent pension package

To Apply

For further information or to arrange a visit to our school then please contact our Senior Admin Officer, Mrs F Robinson on **01977 617470**.

Applicants are requested to submit a completed application form which can be downloaded from the recruitment page on the trust's website. **www.watertonacademytrust.org**

Completed applications are to be returned to frobinson@watertonacademytrust.org or to the school address by the closing date.

Closing date: Friday 14th April - midday

Shortlisting: Friday 14th April – PM

Interviews: Wednesday 19th April

Start date: ASAP (subject to completion of pre-employment checks)

Waterton Academy Trust is committed to ensuring children and young people are fully supported and safe. We are dedicated to the safeguarding of all children and young people whilst promoting their welfare and expect all staff and volunteers to share this responsibility. The Trust has policies and procedures relating to safeguarding and child protection available on request.

Waterton Academy Trust follows safer recruitment processes which all applicants will be subject to. This includes the interview process containing questions about the safeguarding of children and the disclosure of criminal records and other vetting checks.

An enhanced DBS check is required for the successful candidates, this process is completed by an online third-party company. All successful candidates are required to join the DBS update service with an annual cost of £13.

The position is also subject to two satisfactory references. Shortlisted candidates will be asked to provide details of any unspent convictions and those that would not be filtered, prior to the date of the interview.

We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on request. Waterton Academy Trust is wholly committed in ensuring that all employees, future employees and applicants are treated equally regardless of age, disability, gender reassignment, marriage and civil partnership, maternity, race, religion and belief, sex and sexual orientation.

JOB DESCRIPTION

Job Title:	Lunchtime Supervisor
Reporting to:	Headteacher or Line Manager nominated by Headteacher
Grade:	G2
Workplace:	Waterton Academy Trust

Purpose of the Post:	To assist with the supervision of pupils during lunch time periods.
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Responsibilities:	<ul style="list-style-type: none"> • To supervise children during meal breaks and to cut up food where appropriate. • To collect dinner tickets where necessary. • To supervise queues waiting to enter the dining areas. • To supervise children during meal breaks to ensure their welfare and safety is utmost and that good conduct is maintained at all times. • To supervise all areas both inside and outside where pupils congregate during lunch time. • To check that all pupils return to their classrooms. • To report all accidents to the Headteacher/ Class Teacher/ Senior Supervisor. • To ensure that persons on the premises who are not pupils are authorised. • To refer any cases of unacceptable behaviour to the Headteacher/ Senior Supervisory Assistant. • Supervise children when washing hands prior to the meal being eaten and assist children to put their coats on (in Nursery, primary, Junior and infant schools) • Ensuring children's plates are clean and neatly stacked away. • Cleaning up spillages within the dining area. • Attend to children who are ill during lunch time – as and when required. • Report any problems to Senior Supervisor/ Headteacher. • Other duties commensurate with the grade of the post as directed by the Headteacher.
Expectations of All Employees	<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person • Be aware of and support difference and ensure equal opportunities for all • Contribute to the overall ethos/work/aims of the school • Appreciate and support the role of other professionals

	<ul style="list-style-type: none"> • Attend and participate in relevant meetings as required • Participate in training and other learning activities and performance development as required
Additional Information:	The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.
Responsibilities for Resources:	<p>Employees (Supervision): None</p> <p>Financial: None</p> <p>Physical: None</p>
Customers and Clients:	Pupils at the school – looking after the welfare and discipline over the whole of the lunch break.
Working Conditions:	<p>The nature of the post may involve some ongoing physical effort for long periods e.g. standing or walking, awkward postures, pushing/pulling, lifting/carrying</p> <p>The post involves contact with people which through their circumstances or behaviour occasionally places emotional demands on post holder.</p> <p>Outdoor working conditions in dry weather & indoor working conditions in wet weather.</p>
Characteristics of the post:	<p>Employees are encouraged to participate in training activities in order to enhance their own personal development.</p> <p>All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.</p> <p>The employment checks required are:</p> <ul style="list-style-type: none"> • Evidence of entitlement to work in the U.K. • Evidence of essential qualifications – see page 1 of this job specification • Two satisfactory references • Confirmation of medical fitness for employment • Registration with appropriate bodies (where applicable) <p>The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:</p> <p>Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.</p>

Person Specification

Section	Information	Essential/ Desirable	How Identified
Education & Training			
Formal qualifications & relevant training	Support Work in Schools (S.W.I.S.) Level2	D	Application form, Certificates
	Level 2 Numeracy/ Literacy or willingness to work towards	D	
Experience			
Ability to undertake duties of the post	Decision making when to intervene to prevent children injuring themselves or others	E	Application form, Interview
	When to refer cases of unruly behaviour to the Headteacher	E	
Knowledge			
Includes abilities	Willingness to participate in the development and training of pupils	E	Application form, Interview, Certificates
	Basic Numeracy/ Literacy Skills	E	
	Appropriate knowledge of First Aid	E	
	Knowledge of basic hygiene procedures	D	
Physical Skills			
Includes any specific physical requirements of the post (subject to the provisions of the DDA Act)	N/A		
Suitability to work with children and young people			
Issues relating to safeguarding and promoting the welfare of children and young people	Satisfactory DBS disclosure and standard Trust pre-employment checks	E	DBS Disclosure, Interview, References
	Ability to work in a way that promotes the safety and well-being of children and young people	E	
Additional Requirements			
	Communication skills	E	Interview, References
	Team working skills	E	
	Supervisory skills	E	
	Caring skills	E	
	Very high levels of concentration & alertness required	E	
	Very high levels of emotional demands	E	