

<b>Post title</b>	Lunchtime Supervisor x 2
<b>Location</b>	Sharlston Community School Hammer Lane Wakefield WF4 1DH <i>Part of Waterton Academy Trust</i>
<b>Salary &amp; Grade</b>	<b>Position 1 EYFS</b> Grade 2 SCP2 FTE - £20,441 per annum Actual Salary - £2,420 per annum plus living wage supplement <b>Position 2 KS2</b> Grade 2 SCP2 FTE - £20,441 per annum Actual Salary - £2,687 per annum plus living wage supplement
<b>Hours</b>	<b>Position 1 EYFS</b> 5 hours 25 minutes per week <b>Position 2 KS2</b> 5 hours 50 minutes per week Term Time Only Permanent

Sharlston Community School is an averaged sized, friendly and welcoming primary school. The school is committed to ensuring every child is offered the necessary support and challenge so they can reach their full potential and experience success. Inspected by Ofsted in April 2019, the school is a good school.

The Governors, staff and children of the school are seeking two caring and friendly lunchtime supervisors to support pupils at lunchtime and ensure the safety and welfare of all our pupils during the midday break. The successful candidate will build positive relationships with adults and children and work effectively as part of a team.

**The successful candidate will:**

- Have a positive approach and be flexible to the demands of the job
- Enjoy organising playground games and activities
- Offer 1:1 support for pupils as and when required, to ensure their safety, welfare, physical and mental well-being at lunchtimes
- Supervise pupils, both inside and outside, to ensure lunchtimes run smoothly and all have a happy experience
- Understands the importance of confidentiality
- Maintain discipline and safety throughout the lunchtime period, dealing with any incidents in accordance with school policy
- Is patient, caring, understanding, positive and supportive

**The main duties of this will be:**

- To support pupils while they eat their lunch, making sure tables are clean and that water is available
- To report accidents to the supervisor and complete accident forms if necessary
- To maintain checks throughout the lunch break to ensure pupils are safe
- To have good communication skills
- To act as a positive role model

### **In return we can offer:**

- Happy, friendly pupils, who are keen to be the best they can be
- A dedicated, supportive and friendly staff team
- A supportive and forward thinking leadership team
- Well behaved children who respect all in school
- A commitment to your professional development
- Fantastic opportunities within the Trust
- 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 E Loxton on **01924 863044**.

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](http://www.watertonacademytrust.org)**

**Completed applications are to be returned to [eloxton@watertonacademytrust.org](mailto:eloxton@watertonacademytrust.org) or to the school address by the closing date.**

**Closing date:** Wednesday 27<sup>th</sup> September 2023 - Midday

**Shortlisting:** Wednesday 27<sup>th</sup> September 2023 – PM

**Interviews:** Thursday 28<sup>th</sup> September 2023

**Start date:** ASAP providing all pre-employment checks have been successfully completed.

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

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

<b>Purpose of the Post:</b>	To assist with the supervision of pupils during lunch time periods.
-----------------------------	---

<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• To supervise children during meal breaks and to cut up food where appropriate.</li> <li>• To collect dinner tickets where necessary.</li> <li>• To supervise queues waiting to enter the dining areas.</li> <li>• To supervise children during meal breaks to ensure their welfare and safety is utmost and that good conduct is maintained at all times.</li> <li>• To supervise all areas both inside and outside where pupils congregate during lunch time.</li> <li>• To check that all pupils return to their classrooms.</li> <li>• To report all accidents to the Headteacher/ Class Teacher/ Senior Supervisor.</li> <li>• To ensure that persons on the premises who are not pupils are authorised.</li> <li>• To refer any cases of unacceptable behaviour to the Headteacher/ Senior Supervisory Assistant.</li> <li>• 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)</li> <li>• Ensuring children's plates are clean and neatly stacked away.</li> <li>• Cleaning up spillages within the dining area.</li> <li>• Attend to children who are ill during lunch time – as and when required.</li> <li>• Report any problems to Senior Supervisor/ Headteacher.</li> <li>• Other duties commensurate with the grade of the post as directed by the Headteacher.</li> </ul>
<b>Expectations of All Employees</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Be aware of and support difference and ensure equal opportunities for all</li> <li>• Contribute to the overall ethos/work/aims of the school</li> <li>• Appreciate and support the role of other professionals</li> <li>• Attend and participate in relevant meetings as required</li> <li>• Participate in training and other learning activities and performance development as required</li> </ul>

<b>Additional Information:</b>	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.
<b>Responsibilities for Resources:</b>	<p><b>Employees (Supervision):</b> None</p> <p><b>Financial:</b> None</p> <p><b>Physical:</b> None</p>
<b>Customers and Clients:</b>	Pupils at the school – looking after the welfare and discipline over the whole of the lunch break.
<b>Working Conditions:</b>	<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 &amp; indoor working conditions in wet weather.</p>
<b>Characteristics of the post:</b>	<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><b>The employment checks required are:</b></p> <ul style="list-style-type: none"> <li>• Evidence of entitlement to work in the U.K.</li> <li>• Evidence of essential qualifications – see page 1 of this job specification</li> <li>• Two satisfactory references</li> <li>• Confirmation of medical fitness for employment</li> <li>• Registration with appropriate bodies (where applicable)</li> </ul> <p><b>The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:</b></p> <p><b>Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.</b></p>

## Person Specification Lunchtime Supervisor

Section	Information	Essential/ Desirable	How Identified
<b>Education &amp; Training</b>			
Formal qualifications & relevant training	Support Work in Schools (S.W.I.S.) Level 2	D	
	Level 2 Numeracy/ Literacy or willingness to work towards	D	
<b>Experience</b>			
Ability to undertake duties of the post	Decision making when to intervene to prevent children injuring themselves or others	E	
	When to refer cases of unruly behaviour to the Headteacher	E	
<b>Knowledge</b>			
Includes abilities	Willingness to participate in the development and training of pupils	E	
	Basic Numeracy/ Literacy Skills	E	
	Appropriate knowledge of First Aid	E	
	Knowledge of basic hygiene procedures	D	
<b>Physical Skills</b>			
Includes any specific physical requirements of the post (subject to the provisions of the DDA Act)	N/A		
<b>Suitability to work with children and young people</b>			
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	
<b>Additional Requirements</b>			
	Communication skills	E	Interview
	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	