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| Post title | Lunchtime Supervisor |
| Location | South Kirkby Academy Stockingate South Kirkby Academy Pontefract WF9 3DP <i>Part of Waterton Academy Trust</i> |
| Salary & Grade | Grade 2 SCP 2 FTE Salary - £22,366 per annum Actual Salary - £3,152 per annum |
| Hours | 6 hours and 15 minutes per week (1 hour 15 minutes per day) Term Time Only Permanent |

Waterton Academy Trust is a forward-thinking group of 13 partner schools, 2 Assessment Resource Units and 4 Pre Schools serving Wakefield and Barnsley. The trust's primary goal is to ensure all pupils receive an excellent standard of education.

South Kirkby Academy is a vibrant, inclusive and nurturing school. The whole staff team work together to provide a safe, caring environment where everyone is valued, expectations are high and achievements are celebrated.

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 accident forms if necessary
- 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 please contact our Senior Admin Officer, Mrs J Neary on **01977 643187**.

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 jneary@watertonacademytrust.org or to the school address by the closing date.

Closing date: Friday 15th December 2023

Interviews: W/C Monday 18th December

Start date: January 2024 (following 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

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| Job Title: | Lunchtime Supervisor |
| Reporting to: | Headteacher or Line Manager nominated by Headteacher |
| 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 • Attend and participate in relevant meetings as required • Participate in training and other learning activities and performance development as required |



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| Additional Information: | <p>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.</p> |
| Responsibilities for Resources: | <p>Employees (Supervision): None</p> <p>Financial: None</p> <p>Physical: None</p> |
| Customers and Clients: | <p>Pupils at the school – looking after the welfare and discipline over the whole of the lunch break.</p> |
| 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 • 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.) Level 2 | D | Application Form Certificate Interview |
| | 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 |
| | 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) | Be physically able participate in play | E | Interview |
| 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 |
| | 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 | |