



# LUNCHTIME SUPERVISOR

*Believe. Achieve. Succeed*

Dear Candidate,

Thank you for your interest in the position of Lunchtime Supervisor for Hallbrook Primary School working within our Lunchtime Team.

We are seeking to appoint an enthusiastic supervisor who will bring knowledge, skills and drive to support the Academy with maintaining our standards in our much loved setting. The successful candidate will be positive, talented and energetic, with a willingness to learn and develop the role.

Hallbrook Primary School is an Academy that aspire to deliver a “family feel” education for all our young people. We aim to provide a vibrant and exciting working environment where all colleagues feel valued and are able to contribute to our current and future successes.

Our website pages seek to provide a clear picture of our vision and aspirations for the future. However, please do not hesitate to contact us to seek further information or if you would like to visit us before making an application.

Applications should be made to the Business Manager at [business@hallbrook.leics.sch.uk](mailto:business@hallbrook.leics.sch.uk) by 12:00 Thursday 29<sup>th</sup> July 2021.

We very much look forward to receiving your application.

Tracy Withers

Head Teacher

# Lunchtime Supervisor



*Salary*                      *Grade 4*

*Hours*                      *5 hours per week*  
*38 weeks per year*  
*12:15 – 13:15*              *Hallbrook*  
*Although times may change*

*Line Manager*              *Lunchtime Manager*

## **Job Description**

### **Overall Purpose of Job:**

To support and work with a specific child or group of children with additional learning support needs.

To supervise and ensure the safety of children throughout the mid-day break by encouraging children to treat each other with respect and to follow the Academy's Behaviour Policy at all times

### **MAIN DUTIES AND RESPONSIBILITIES**

- Take instructions from the Lunchtime Manager and/or Senior Leadership Team (SLT) regarding the supervision of children throughout the lunchtime break.
- Supervise designated areas by following the rules set out in the Behaviour Policy and reporting unruly behaviour to the appropriate person.
- Deal with minor problems and report any persistent unruly behaviour, incidents of fighting, bullying or racial / personal abuse to the class teacher or a member of the SLT as appropriate
- Ensure children leave the dining hall in a tidy condition by giving the necessary guidance to children in respect of cleaning plates, placing cutlery and crockery in trays provided.
- To actively engage with pupils and lead activities.
- Be aware of and comply with Academy policies relating to child protection, health and safety, confidentiality and data protection.
- Report all incidents relating to Health and Safety to the Premises Officer / Business Manager.

### **SPECIAL FACTORS:**

The nature of the work may involve the postholder carrying out work outside of normal working hours.

You may be required to work in other Academies across Success Academy Trust as required and due to the needs of the Trust.

The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.

This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

## Personal Specification

<b>Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualification</b>		
Current first aid certificate		√
<b>Knowledge</b>		
An understanding of child development and social interaction		√
An understanding of the value of constructive play opportunities		√
<b>Experience</b>		
Experience of supervising children		√
<b>Skills &amp; Abilities</b>		
Ability to undertake a range of duties including initiating games with children	√	
Ability to ensure a high standard of behaviour at all times	√	
Ability to act on own initiative, dealing with any unexpected problems that arise	√	
Demonstrate good interpersonal skills	√	
Ability to work effectively as part of a team	√	
Ability to remain calm under pressure	√	
To be resourceful and creative	√	
A passionate belief in the school's values	√	
A commitment to safeguarding	√	

# Working for Success Academy Trust

Success Academy Trust and its Academies offer a wide range of benefits for our employees which have been recognised by local education professionals which include:

- Opportunities to engage in furthering the Academy and Trusts priorities;
- Benefit from supportive relationships with colleagues and managers;
- Opportunities to further your career;
- Opportunities for continuous CPD;
- Opportunities for social interaction between colleagues;
- Free onsite parking;
- Pension scheme;
- Childcare Vouchers;
- Access to occupation health and well-being services.