



Senior Lunchtime Supervisor

Vacancy Information



HumberEducationTrust
Where everybody counts, every moment matters.

We are Humber Education Trust.

Humber Education Trust's vision is to develop a high performing Multi Academy Trust that delivers the very best educational experience for all children and young people.

We will grow, develop, support and improve our schools across the Trust, with a clear focus on raising standards, encouraging innovation and strengthening the ethos of the Trust to ensure that we have a positive impact on all of the children and young people within the Trust.

As a partnership, our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. As a trust, we will drive these aims further and faster for the benefit of our pupils and our communities.

Humber Education Trust is also recognised by the DfE as an Academy Sponsor. This means that through the Trust, we are held accountable for sponsored schools who may join us, to ensure improvement in outcomes and taking responsibility for their performance and financial arrangements.

Humber Education Trust is supported by a strong Trust Board who provide effective support and the challenge required to ensure that we build on our track record of excellence to provide strategic partnerships to improve quality, share best practice and operate effectively and efficiently. We believe passionately that every penny that comes into a school should be spent on the development and provision of a first-class standard of education for all.

Humber Education Trust is a growing multi-academy trust for both primary, secondary and alternative provision schools.

Humber Education Trust is committed to:

- Work ethically and with mutual respect and collaboration.
- Prioritise our time and resources on the things that have the biggest positive impact on children's

outcomes. Children are at the heart of everything we do.

- Provide a caring and safe environment where responsible, tolerant and principled global citizens can grow.
- Develop creative, enquiring and resilient learners with a thirst for knowledge.
- Provide an environment where success is recognised, celebrated and built upon.
- Provide a vibrant, challenging and enriching curriculum by encouraging fresh thoughts and outward-looking ideas.
- Ensure all staff have outstanding continual professional development, attracting and retaining a highly skilled, highly motivated workforce who feel appreciated and supported.
- Embrace technology, improve methods of communication, and collaborate through IT to reduce teacher workloads, reflecting the changing needs of our world.
- Provide support for all families within our diverse community, enabling our children and young people to embrace the challenge of life within in the wider world and succeed in reaching their full potential.
- Working together, freeing resources, to drive financial efficiencies saving money and reinvesting within our classrooms.

Thank you for showing an interest in working within our Trust. I wish you well with your application.



Rachel Wilkes
Chief Executive Officer



PARKSTONE PRIMARY SCHOOL SENIOR LUNCHTIME SUPERVISOR

Grade & Scale point:	2, scp 1-3
Salary:	£18,333 - £18,887 Full Time Equivalent £3,096 - £3,190 Actual Salary
Hours of work:	7.5 hours per week, Monday – Friday
Contract:	Permanent, Term-time only (190 days per year)
Start date:	ASAP

Parkstone Primary School is proud to be a good school that puts children at the heart of all it does. We are a forward-thinking school and we promote a 'can do' attitude. We want the best for every child in our care and provide a safe, caring environment where children achieve highly in all aspects of school life.

We are looking for an enthusiastic Senior Lunchtime Supervisor to join our friendly lunchtime team. The successful candidate will enjoy planning and delivering games on the playground, as well as supervising mealtimes and caring for pupils requiring basic first aid.

JOB REQUIREMENTS:

- Organise Lunchtime Supervisors to ensure children are effectively supervised
- Assist with the preparation of the hall for the lunchtime period
- Assist with the preparation of lunchtime activities both indoor and outdoor
- Supervision of children throughout the midday lunch break
- Supervise toilet activities
- To resolve any behavioural issues efficiently following the guidance of the senior leaders.
- Care for sick children and those with minor injuries/ailments, providing basic first aid treatment when required

THE SUCCESSFUL CANDIDATE WILL HAVE:

- Experience working with children with varying ages and backgrounds
- Experience of supervising a small team
- Excellent communication and interpersonal skills
- Ability to organise activities that engage children
- The ability to work effectively as part of a team
- A first aid qualification or be willing to undertake training
- A knowledge and commitment to safeguarding and promoting the welfare of children and young people

AS A MEMBER OF HUMBER EDUCATION TRUST, WE OFFER:

- Commitment to securing the very best provision and outcomes for all children.
- A Trust with expertise in every area of the curriculum, both in primary and special settings, through our S2S Support Leaders and Peers network.
- Outstanding individually tailored continual professional development for staff at all levels.
- Staff who feel valued and supported in their roles.
- A caring and safe environment where we recognise the diverse needs of our community, ensuring our young people from all backgrounds thrive.
- Ethical working with mutual respect and collaboration.

If you believe you are the right person for the job then we would love to hear from you.

Visits to our school are welcome by appointment.

Closing date for completed applications: 8am, Friday 20 May 2022

If you have any queries regarding the role or application process, please contact Lynne Warrener, School Business Manager, at Parkstone Primary School via Tel: 01482 854554.

HOW TO APPLY:

Please download an application form from our Trust website

<https://www.humbereducationtrust.co.uk/category/vacancies/> , complete and email to Lynne Warrener via admin@parkstone.het.academy

CONDITIONAL OFFER:

Any offer of employment to this post will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure Barring Service, Children's Barred List Check, Section 128 check where applicable, identity checks, medical clearance, proof of qualifications, satisfactory references and eligibility to work in the UK checks.

SAFEGUARDING STATEMENT:

Humber Education Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.



JOB DESCRIPTION and PERSON SPECIFICATION

SCHOOL: Parkstone Primary School **GRADE:** 2
JOB TITLE: Senior Lunchtime Supervisor **DATE PREPARED:** November 2017
EVALUATION DATE: 10th November 2017 **JE NUMBER:** HET16

DIGNITY AT WORK: To show, at all times, a personal commitment to treating all stakeholders and colleagues in a fair and respectful way, which gives positive regard to people’s differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Equal Opportunities in Employment Policy adopted by the school.

PURPOSE:
Supervises individual and groups of children during lunch break periods and on school outings under the direction of the Headteacher.

PRINCIPAL ACCOUNTABILITIES:	
1.	To promote and safeguard the welfare of children and young people.
2.	To organise staff to ensure children are effectively supervised
3.	Assists with the preparation of the hall for the lunchtime period.
4.	Assists with the preparation of lunchtime activities both indoor and outdoor.
5.	Supervises pupils before, during and after mealtimes.
6.	Assists children with the cleaning of plates.
7.	Supervise toilet activities.
8.	Promote good manners, good hygiene and general good behaviour (following school policies)
9.	Care for sick children and those suffering minor injuries or ailments and provide basic first aid treatment when required. Complete accident forms when required.
10.	Assist with the cleaning of spills
11.	Ensures the safe use of equipment (chairs, utensils)
12.	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the employer’s overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the schools Health and Safety policy.

GENERAL:
The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the school.



DIMENSIONS:

1. Responsibility for Staff:

Lunchtime Assistants

2. Responsibility for Customers/Clients:

The health, safety, welfare and behaviour of pupils in the dining room during the lunch period.

Ensuring good order in the dining area.

Ensuring pupils have access to nutritional information.

3. Responsibility for Budgets:

None.

4. Responsibility for Physical Resources:

The post holder is responsible for the day-to-day care and cleanliness of the equipment in the dining areas.

WORKING RELATIONSHIPS:

1. Within Service Area/Section:

The post holder will liaise with all school staff.

The post holder will supervise and instruct students whilst in the dining room.

2. With Any Other School Areas

None.

3. With External Bodies to the School

None.

ORGANISATION CHART:

Headteacher

Deputy Headteacher

Senior Leadership Team

Senior Lunchtime Supervisor



	Not applicable	Low	Moderate	High	Very High	Intense
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day-to-day office environment).		✓				
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day-to-day office environment).			✓			
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day-to-day office environment.		✓				



PERSON SPECIFICATION				
The information listed as essential is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. <i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation</i>		Essential	Desirable	How identified
1.	Qualifications:			
1.1	OCR Level 1 or equivalent in maths and English		✓	AF, CQ
1.2	First Aid Certificate	✓		
1.3	Safeguarding Level 1- A Shared Responsibility		✓	AF, CQ
2.	Relevant Experience:			
2.1	Experience of working in a school or educational establishment		✓	AF/I
2.2	Experience of supervising a small team	✓		
2.3	Adopting approaches that engage children and ensure appropriate behaviour.	✓		
3.	Skills (including thinking challenge/mental demands):			
3.1	Motivation to work with children and young people.	✓		AF/I
3.2	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	✓		AF/I
3.3	Ability to communicate with and motivate children.	✓		AF/I
3.4	Good basic communication and inter-personal skills	✓		AF/I
4.	Knowledge:			
4.1	A knowledge and commitment to safeguarding and promoting the welfare of children and young people.	✓		AF/I
4.2	Awareness of the school's procedures (Behaviour) and relevant legislation (Health & Safety).		✓	AF/I
5.	Interpersonal/Communication Skills:			
	Verbal Skills			
5.1	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people.	✓		AF/I
5.2	When to intervene to ensure children's behaviour is appropriate.	✓		AF/I
5.3	Ability to interact using influencing skills, negotiating and training pupils in order to achieve desired outcomes	✓		AF/I
The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.				
8.	Disclosure of Criminal Record:			
	The successful candidate's appointment will be subject to the school obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service.	✓		DBS Disclosure

I have read and accept the role of Senior Lunchtime Supervisor.

Name:

Signed:

Date:



Vision & Values

We are Humber Education Trust.

Our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. This is inclusion in its truest sense. We recognise that as every child needs different things to achieve the same end point, their full potential, so too do the schools that nurture and develop those children.

One size does not fit all.

Our commitment stretches across the breadth of our community with children firmly at the heart of all that we do. We are outward looking, embracing links with other education providers and agencies as we all seek the best outcomes for children.

We believe in innovative staff development opportunities at all levels, so that our teams enable our pupils and families to shine. We are passionate educators, both of ourselves and of others, prioritising resources to have the greatest impact, every minute of every day, on the children we serve.

We welcome challenge as this promotes positive change. Our determination to achieve the best outcomes for every individual means that we are relentless in our pursuit of excellence.

Only the best is good enough.

This is us. Humber Education Trust.



Humber Education Trust
Where everybody counts, every moment matters.



Work for

Humber Education Trust

We value our employees.

The following **benefits** are available to employees within our academies:

Financial

- Competitive Salary
- Teacher's Pension & Local Government Pension Scheme
- Occupational Sick Pay
- Occupational Health Referrals & Counselling

Family Friendly

- Maternity, paternity and adoption leave
- Parental and dependent care leave
- Flexible working
- Childcare vouchers (applicable if already enrolled pre October 2018)

Employee Benefits - Permanent Contracted Employees & Fixed Term

- 20% Discounted Gym Membership - Hull City Council Leisure
- Display Screen User Eye Tests

Professional Development

- Continuous Professional Development for All Staff
- Access to Middle and Senior Leadership Courses
- Supportive staff, committed to improvement, who will work with you to achieve your goals

The opportunity to make a real difference to the lives of our students