



Astley CE Primary School

Recruitment Pack

Lunchtime Supervisor



Dear Applicant,

Thank you for your interest in our vacancy for a Lunchtime Supervisor at our school. We are a small rural school set within beautiful countryside. We are a Church foundation and believe that this makes a large and genuine difference to the atmosphere and ethos of our school. Applicants must be able to fully support the Christian ethos.

We are a good school and this was recognised by Ofsted in our latest inspection report where they stated: ***"Astley Primary is a community-minded school. Parents, pupils and staff value this. Many describe it as a welcoming, nurturing place where pupils thrive. Inspection evidence supports these views. This is a school where pupils are well cared for and known as individuals. Staff listen to what pupils have to say and pay attention to any worries they might have. Pupils also have a voice in making decisions about how the school community can help others."***

We are looking for someone who is passionate to support and promote safe, positive and enjoyable lunch and play breaks for every pupil at Astley. You will form part of a dedicated team where the social development, health, well-being and safety of pupils is paramount.

The post offers the individual an opportunity to join a supportive staff team with engaged children.

The vacancy is for:

- 1 Lunchtime Supervisor at 7.5 hours to be worked over 5 days
- Expected start date is February 2024
- Permanent Post following successful probation period
- Scale 1 SCP2 FTE £22366 (pro-rata)

If you would like to find out more about our school, please visit our website www.astley.worcs.sch.uk or our Facebook page <https://www.facebook.com/astleyprimaryschool>

The process:

All applicants are required to complete the enclosed application form and sign it. Completed applications can be emailed to office@astley.worcs.sch.uk CV's or any other application form will not be accepted. Applicants must include the contact details of two references. There must be at least one from your current or most recent employer. References will be asked for prior to interview for all shortlisted candidates and we may contact any previous employer listed on your application to clarify information.

Shortlisting will be based on the applicants' suitability for the post and we will use the job profile and person specification. Please ensure your application suitably matches these requirements.

The closing date is 12 noon on Friday 12th January 2024. Shortlisted candidates will be contacted via email the following week detailing the interview arrangements.

Thank you for your interest and we look forward to receiving your application.

Yours faithfully

Mrs Tracie Langfield (Headteacher)

Lunchtime Supervisor

Job Description

Job Title: Lunchtime Supervisor

Reporting to: Headteacher

Hours of Work: 11.45am to 1.15pm 7.5hrs/week (Mon-Fri) Term-time only

Employer: Worcestershire County Council, based at Astley CE Primary School

Job Purpose

To support and promote safe, positive and enjoyable lunch and play breaks for every pupil at Astley. To form a strong part of a dedicated team where the social development, health, well-being and safety of pupils is paramount. To demonstrate flexibility, initiative, sensitivity and commitment to the role and the school community.

Duties and Responsibilities

Fulfilling the school vision -

- Relate well to children, modelling the school Christian values in every interaction.
- Positively and consistently support high expectations of good behaviour.
- Work with a wide range of children, enabling the inclusion of all.
- Support pupils with additional needs (including medical) as directed.
- Establish good working relationships with all colleagues.

Supporting, teaching and learning -

- Oversee the care and welfare of the children during the lunch break, in the playground, field, hall, outside dining area classrooms, cloakrooms and corridors.
- Monitor the conduct of pupils during the midday break ensuring it is in line with the behaviour policy
- Deal with minor incidents in line with the behaviour, safeguarding, health and safety and first aid policies.
- Report directly to the Headteacher any issues or concerns
- Report first aid incidents to a qualified first aider
- Oversee activities for the pupils in classrooms during wet lunch breaks.

Safeguarding-

- To participate in annual Child Protection and Safeguarding training and updates.
- To be aware of KCSIIE Part 1 and understand how to report concerns.
- To report safeguarding concerns to the Designated Safeguarding lead or their Deputy.

Wider responsibilities-

- Support the day to day safety of the children and adults using the school site
- Demonstrate a commitment to continuous professional self-development in relevant areas.
- Attend staff INSET days as specified in your contract.
- Take part in LTS staff meetings as notified and required.
- Take part in some designated school events outside normal school hours such as training/meetings.
- Carry out any tasks that may be reasonably required by the class teacher, SENDCo or Headteacher
- Contribute to the development, implementation and evaluation of school policies and support the school's values and vision.

Personal and professional conduct

- Adhere to school policies with regards to professional conduct within and outside school, including social media.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships within the school community.
- Respect individuality and cultural diversity.
- Uphold public trust in the education profession.
- Maintain high standards of attendance and punctuality and have proper professional regard for the ethos, policies and practices of the school.

Knowledge and Skills

A Lunchtime Supervisor should demonstrate an active knowledge and understanding of –

- The school vision
- Code of conduct, safeguarding and whistleblowing policies
- School processes and procedures
- Food hygiene requirements and best practise
- Health and safety requirements including manual handling

Approved:
(Headteacher)

Date

Approved:
(Postholder)

Date:

This job description sets out the duties of the post at the time it was drawn up. Astley CE Primary School reserves the right to vary the duties and responsibilities and the post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Special Conditions

This post is exempt from the provisions of the Rehabilitation of Offenders Act and ALL convictions and/or cautions must be declared.

The post holder will be subject to an enhanced DBS disclosure and barred list check to satisfy child protection requirements.

At all times priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed.

We will contact past employers and explore any gaps in work history.

We reserve the right to carry out online searches via a search engine on applicants if we deem it is needed.

Astley CE Primary School 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 strongly encourage visits to the school.

Please contact Cathy Pogmore, School Manager, on **01299 822002** or at office@astley.worcs.sch.uk to arrange a convenient time and date.

Closing date: 12 noon Friday 12th January 2024

Interviews: To be confirmed