



VALENTINE
PRIMARY SCHOOL

Senior Lunchtime Supervisor

Candidate Information Pack

Job start date: ASAP

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We are currently recruiting for a dynamic individual to join our school team to carry out a wide range of lunchtime duties and help keep this busy school running smoothly. You'll need to be extremely well organised and able to manage your own time and, as you will be liaising with a wide range of people, strong communication skills are important.

You will join a culture of continuous improvement where your ideas and contributions will be encouraged and welcomed. You will be provided with a comprehensive induction as well as ongoing training and development tailored to your needs.

Information about our school:

We are a large 3 form primary school situated in the Sholing ward of Southampton. We serve an increasingly diverse community and one where deprivation is high.

We are led by an Executive Head teacher and a large leadership team that incorporates our staff from our sister schools St. Mary's and Mason Moor.

Our offer to every colleague:

- Bespoke professional development opportunities.
- Cutting-edge technology for the planning and delivery of lessons. Use of multi-collaboration platforms to simplify the process of lesson planning.
- A device to help your planning, preparation and assessment.
- A 'Staff wellbeing charter' with perks including, a paid days leave throughout the year for personal wellbeing. A commitment to reduce planning.

Application information:

If this sounds like you and you are ready for your next challenge, please contact the School Operations Manager (finance@valentineprimary.co.uk) for an application pack. Full details are also available on the school website (www.valentineprimary.co.uk).

Your interview day is a mutual process aligned to helping you to decide if this is the school to advance your career in. We aim to make the day as supportive as possible.

It would be expected that the post holder can demonstrate **strongly** the competencies outlined in this post definition to be shortlisted for interview by the Governing Body.

Closing date for applications is 15/4/24 with interviews to be held shortly after

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to satisfactory references, health checks, social media checks and an enhanced DBS clearance.

Valentine – POST DEFINITION

JOB DESCRIPTION: Senior Lunchtime Supervisor

GRADE:	Grade 4
CONTRACTURAL ARRANGEMENTS:	Permanent
START DATE:	ASAP
RESPONSIBLE TO:	Office Manager /School Business Manager

Job Summary:

To deploy the team of Lunchtime Supervisors as efficiently as possible, so that all pupils have a pleasant and sociable lunchtime. To communicate effectively with all Lunchtime Supervisors and promote professional relationships whilst engaged in the role.

CORE DUTIES

The duties of the Senior Lunchtime Supervisor will include all duties for Lunchtime Supervisors. In addition, the Senior Lunchtime Supervisor will:

- Be responsible for the safety, welfare and conduct of pupils and of others on the site during the lunchtime break.
- Devise rotas for the effective use of all Lunchtime Supervisors
- Reorganize during absences and maintain appropriate supervision ratios.
- Assist with the recruitment and appointment of Lunchtime Supervisors
- Ensure an effective lunchtime supervisory team by allocating duties to Lunchtime Supervisors and monitoring their performance in carrying out their responsibilities.
- Ensure that first aid is provided in the case of an accident or illness, and that any accident is recorded in the accident book.
- To ensure that Health and Safety practices and procedures affecting pupils and supervisory staff are maintained including the reporting of accidents, action taken etc. with any emergency or serious incident being reported immediately.
- Inform SLT in the case of a serious illness or accident.
- Support the induction process for new members of staff, ensuring that each is fully aware of the current rules and arrangements of the school.
- Liaise with class teachers when necessary.
- Identify training needs and assist in any school-based training activities for Lunchtime Supervisors
- Liaise with SLT on ways and means of improving lunchtime supervision, and feedback to staff regarding the impact of these.
- Monitor the general performance of Lunchtime Supervisors, where necessary referring any serious difficulties

Supporting the school:

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Support the aims, values, mission, and ethos of the school and participate in a team approach to all aspects of school life.
2. Attend and contribute to meetings and INSET days as required and identify areas of personal practice and experience to develop.
3. Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.
4. Ensure that school policies and procedures are implemented and followed.

OTHER DUTIES

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar, and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

Safeguarding

All staff, regardless of role, grade or location have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils.

All staff must be able to identify any children who are at risk of harm and know the characteristics of abuse or neglect. If you suspect or confirm harm, then it's essential you know what actions to take.

Person Specification – Senior Lunchtime Supervisor

Criteria	Essential	Desirable
Experience	Experience of working with children or young people (paid or unpaid)	Experience of lunchtime supervisory role Experience of compiling rotas and allocating duties
Knowledge	Knowledge of basic Health and Safety and First Aid	A knowledge and understanding of the welfare and social needs of pupils during the lunch break
Qualifications or Training	Basic IT/literacy skills	First Aid qualification
Skills	Effective communication skills Ability to supervise and organise pupils and a team of staff	
Personal Qualities & Attributes	Have good relationships with pupils, staff and parents. Maintain confidentiality.	

