



Stoke Newington School  
& Sixth Form

# **JOB PACK**

---

**Lunchtime Supervisor**

# Contents

---

|                   |      |
|-------------------|------|
| Job advertisement | pg 3 |
| Job description   | pg 4 |



## Job advertisement

---

### **Lunchtime Supervisor**

**Grade –Scale 4,**

**4 hours 10 min per week (50 min/day), 39 weeks per year**

**One year contract**

**Salary Range £11.48 per hour pro rata**

We require outstanding and driven Lunchtime Supervisors to support the Canteen in this excellent and creative school which has 1600 students, over 200 staff and a £12 million turnover.

#### **The School**

This is an exciting opportunity to contribute to the development of a successful 11-19 inner-city comprehensive school which has had a recent glowing OFSTED report. We are committed to a creative and excellent education for all students. We have a positive reputation in the local area, benefit from parental support, have an award winning building and a growing sixth form. Most importantly, students and staff of the school share a commitment to its success and ethos.

This opportunity will excite those who believe that all can excel and that everyone deserves the best.

#### **Contacting us**

If you feel you can make a positive contribution to our school, please apply online via our website, and download our application form <https://www.stokenewingtonschool.co.uk/jobs>. I look forward to reading your application.

**The closing date for receipt of applications is 3<sup>rd</sup> November 2017. Interviews will be held the following week.**

**Please email completed applications to [recruitment@sns.hackney.sch.uk](mailto:recruitment@sns.hackney.sch.uk)**

*We are an equal opportunities employer committed to ensuring diversity in our workforce. As employers we committed to the safeguarding and wellbeing of all students, an enhanced DBS check is a requirement for all staff.*



## Job advertisement

---

### Job details

---

|               |   |
|---------------|---|
| Job title:    | Lunchtime Supervisor - Secondary School   |
| Directorate:  | <i>Stoke Newington School</i>   |
| Reporting to: | Senior or Deputy Lunchtime Supervisor   |
| Grade:        | Scale 4 (@ £11.48 per hour pro rate), term time only (44.9 paid weeks per year) |

---

### Job description

---

**Purpose of the post:** The post holder will be responsible for the safety, welfare and good behaviour of students during lunch break. This will involve effective supervision of pupils in and about the school premises, in the dining areas in lunch time clubs or outside play areas.

---

**Main duties and responsibilities:** Supervision and control of pupils in for your assigned work area, which could include club, corridor, toilets, play area or dining area supervision.

#### **Pupil Health and Safety**

- Ensure that any pupils suffering from accident or injury are dealt with appropriately.
- Promote and safeguard the welfare of children, young and vulnerable people.
- Ensure pupil safety and well being, providing emotional support where necessary.
- Report child protection concerns appropriately.
- Be aware of student circumstances, eg special needs, allergies, family background, etc. where necessary.
- Support emergency procedures such as fire evacuation.

#### **Pupil Behaviour Management**

- To positively promote healthy, safe, responsible and considerate behaviour by students.
- To build positive and appropriate relationships with students, providing an appropriate role model and leading by example.
- Appropriately deal with and report unacceptable behaviour according to school policy.
- Encourage social skills and good manners.
- Maintain order and discipline.
- Deal with incidents, including fights that may occur by intervening or calling for assistance.
- Ensure all pupils leave at end of lunch and return to their lessons.
- Prevent and deal with bullying behaviour, be aware of changes in friendship.

#### **Team Performance**

- To be willing and flexible to work in other teams as and when required.
-

- 
- To take direction from Senior and Deputy Lunchtime Supervisors and other Senior Members of staff.
  - Share responsibility with other lunchtime supervisors.
  - Being aware of the cultural differences between pupils.
  - To pro-actively engage children in different activities.
  - Promoting and marketing activities to ensure maximum attendance.
  - Raise any areas for concern and suggest improvements.
  - To cover for absent staff in all teams when requested by Senior.
  - To maintain a communicative and supportive relationship with other members of the team

### **School Security and Facilities**

- Be able to operate special equipment and software relative to the work area eg tills, TVs, projectors, games, etc.
- To maintain the condition of the area for which you are responsible, ensuring that it is left clean and tidy at the end of lunch. This may include basic cleaning or ensuring any litter that may cause a H&S hazard is removed
- Monitor security around the perimeter of school including playing areas, toilets, dining halls, clubs and classrooms.
- Check all areas for signs of smoking and vandalism.
- Supervise and control pupil inside premises during inclement wheatear.
- Be observant of intruders in the school premises and report to Deputy/Senior immediately.

### **General Requirements and Skills:**

- Ability to demonstrate a flexible approach to work
  - Ability to offer reliability and punctuality
  - Ability to keep calm under pressure or during unexpected circumstances
  - Ability to demonstrate common sense and initiative
  - Ability to be firm but fair at all times
  - Willingness to participate in in-house training for the role
  - Willingness to maintain confidentiality on all school matters
  - Willingness to work in all weathers
- 
- To abide by school policies and procedures, including all equalities procedures.
  - To undertake any other duties appropriate to the nature of the post and the skills of the post-holder that may be required.
  - The post holder must at all times carry out his/her responsibilities with due regard to The Learning Trust's policy, organisation and arrangements for Health and Safety at work.
  - To adhere to the ethos of the school – to promote the agreed vision of the school, to set an example of personal integrity and professionalism, attendance at appropriate staff meetings
- 
-

|            |   |
|------------|---|
| Job title: | <b>Lunchtime Supervisor – secondary</b> |
|------------|---|

### Person Specification

|  | Essential | Desirable |
|--|-----------|-----------|
| <b>Qualifications</b>  | ✓         | ✓         |
| 1. GCSE (or equivalent) in English and Mathematics                                 |           | ✓         |
| <b>Experience</b>  | ✓         | ✓         |
| 2. Experience of working with young people in a professional or personal capacity. | ✓         |           |
| <b>Knowledge</b>   | ✓         | ✓         |
| 3.   |           |           |
| <b>Skills</b>  | ✓         | ✓         |
| 4. Ability to confidently and firmly, but appropriately work with young people.    | ✓         |           |
| 5. Good written skills.  | ✓         |           |
| 6. Good verbal communication skills.   | ✓         |           |
| 7. Ability to keep calm under pressure or during unexpected circumstances..        | ✓         |           |
| 8. A flexible approach to work   | ✓         |           |
| 9. Energy and enthusiasm.  | ✓         |           |
| 10. Ability and willingness to take direction and follow school procedures.        | ✓         |           |
| 11. Ability to work as a team member.  | ✓         |           |
| 12. Willingness to undertake first aid and fire marshal training                   | ✓         |           |