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|  | **St. Paulinus Catholic Primary School**  Inspiring all to live, learn and love in the light of Jesus.  (*cf* John 8:12) |  |

**2 x Lunchtime Supervisors**

Required as soon as possible, temporary until the end of July 2021

Pay Scale – Grade 3

6.25 hrs per week (term time only)

The Governors are seeking to appoint two Lunchtime Supervisors. Applications are invited for this job from individuals who are able to work as part of a team to support the learning and welfare of pupils in this school.

**We are looking for a candidate who will:**

* Be supportive of the Catholic ethos and life of our school
* Be hard working, enthusiastic and committed, with good attendance
* Be able to work as part of a team
* Lead the children in safe play activities and actively encourage them to join in
* Promote and support the children in consistently showing the positive behaviours of the school

**We can offer you:**

* A warm and welcoming Catholic community
* A happy environment where everyone is valued
* Children who are polite, happy and motivated to learn
* Supportive governors and parents

This is a wonderful opportunity to work in a very popular school. We are blessed with great support from the parents and the parish. The staff are a friendly, supportive and caring team of dedicated professionals.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicants will be required to apply for an enhanced DBS from the Disclosure and Barring Service. Further information can be found at [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)

Application forms and further details are available from the school. Application forms can be downloaded from the school website : [www.stpaulinuscps.org.uk](http://www.stpaulinuscps.org.uk) Please note that all applicants must use the CES application forms. Non-Catholic applicants are welcome.

Completed application forms can be returned by e-mail or by post to the School Business Manager – office@stpaulinus.org.

**The closing date for applications is Wednesday 23rd September 2020 12noon.**

Interviews will take place on Friday 25th September 2020



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| **Tel:** (01924) 488282 | **E-mail:** office@stpaulinus.org | **Website:** [www.stpaulinuscps.org.uk](http://www.stpaulinuscps.org.uk/) |
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### JOB DESCRIPTION

### LUNCHTIME SUPERVISOR / ACTIVITY SUPPORT ASSISTANT 3

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| **GRADE:** | **3** |
| **HOURS:** | **6.25 per week (Term time only)** |
| **RESPONSIBLE TO:** | **Lead Lunchtime Supervisor / Headteacher** |
| **RESPONSIBLE FOR:** | **Students / Pupils** |

**PURPOSE OF POST**

Working as part of a team to be responsible, through the Senior Lunchtime Supervisor, for the supervision of students / pupils on the school site throughout the midday break (the interval between the close of morning school and the recommencement of school in the afternoon).

To assist in securing the health, safety, welfare and good conduct of pupils. To support activities and good behaviour in accordance with the practises and procedures of the school.

**KEY AREAS**

1. Supervision of Pupils on School Premises
2. Promoting Positive Behaviour
3. Promoting Personal and Social Skills
4. Appropriate Communication
5. General

**DUTIES AND RESPONSIBILITIES**

1. **Supervision of Pupils on School Premises**
   1. To supervise areas, both indoors and outdoors, where students / pupils congregate during lunchtime, maintaining Health & Safety practices.
   2. Taking account of relevant practices and procedures, to supervisor and monitor activity areas, corridors, toilets, classrooms, etc., as required.
   3. To supervise students / pupils eating their meals on school premises, in specified areas set aside for dining purposes which include issues such as dealing with spills.
   4. To supervise queues waiting to enter specified dining areas.
   5. To undertake the personal care of students / pupils including toileting, dressing, sickness, as appropriate.
   6. Where required, to assist in the bringing food to, and feeding children unable to feed themselves.
2. **Promoting Positive Behaviour**
   1. To encourage positive behaviour through implementation of school’s behaviour policies and practice and dealing with incidents as directed.
   2. To encourage students / pupils understanding and knowledge of the impact of their actions within the remit of Health and Safety.
   3. Assist within the parameters of school positive behaviour practices and procedures assist as appropriate to promote the maintenance of Health and Safety.
   4. To provide information to the Senior LunchTime Supervisor for the recording of incidents or occurrences.
3. **Promoting Personal and Social Skills**
   1. To encourage students / pupils to maintain hygiene standards (eg. Washing hands after toileting).
   2. To encourage students / pupils to leave all areas in a tidy condition.
   3. To encourage good relations between students / pupils and adults through informal discussion and play situations.
   4. As appropriate to organise the distribution and collection of lunchtime equipment and supervise activities where necessary.
   5. To be actively involved and encourage lunchtime games.
   6. To encourage and develop social skills such as mutual respect and trust.
   7. To be aware of cultural and social factors which may have an effect on the supervision of the students / pupils.
4. **Appropriate Communication**
   1. To report accidents or other occurrences such as child protection issues immediately to the Senior Lunchtime Supervisor.
   2. As necessary, pass on verbal or written information to the Senior Lunchtime Supervisor or appropriate staff.
   3. To liaise with the kitchen staff as appropriate for issues related to lunchtime supervision.
5. **General**
   1. As part of the wider duties and responsibilities you are required to promote and actively support the school’s/LA’s responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn’t just about the very old and the very young, it is about everyone who may be vulnerable. Please refer to the Employer page, working for the Council on the Kirklees website under the following link : <http://www.kirklees.gov.uk/employment/safeguarding.shtml>
   2. Carry out the duties with due regard to current and future school’s/LA’s policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, on-going performance development and through school communications.

## PERSONNEL SPECIFICATION

### LUNCHTIME SUPERVISOR

| Attributes | Essential | Desirable | How Identified |
| --- | --- | --- | --- |
| Relevant Experience | * Experience of working with children / young people. * Experience of encouraging the development of relationships between children / young people. | * Previous experience of working as a lunchtime supervisor | Application form  Interview / References |
| Qualifications | * Basic Health & Safety Awareness * Knowledge of and commitment to Equality and Diversity and how this relates to the duties of the job * First Aid qualification | * Willingness to attend appropriate training courses to fulfil the functions of the job * First Aid Qualification | Application form  Interview |
| Special Skills and Attributes | * The ability to relate to children / young people from diverse ethnic / social backgrounds * Verbal communication skills in order to liaise with children / young people and off staff members * The ability to react in a positive manner to difficult situations which may arise amongst children / young people * Ability to keep problems in perspective and be patient * Able to read and understand simple verbal and written instructions * Ability to work with children / young people exhibiting behaviour difficulties | * Aware of Health & Safety issues * Knowledge of child protection issues and procedures | Interview / References |
| Social Skills | * Flexible approach to work * Awareness of the importance for confidentiality * Ability to work with a variety of different people * Courteous and polite | * Previous experience of dealing with a range of people and behaviours * Sense of humour | Interview  References |
| Motivation | * Enthusiasm and energy to work as part of a team * Committed to providing a high quality service |  | Application form  Interview / References |
| Physical Characteristics | * Good attendance record * Flexibly approach * Project professional image for the school |  | Application form  Interview / References |
| Disclosure of Criminal Record (DBS) | * Enhanced DBS |  | Application form  Interview / References |