



St. Paulinus Catholic Primary School

Inspiring all to live, learn and love in the light of Jesus.

(cf John 8:12)



1:1 Lunchtime Supervisor

Required for October 2017 (Fixed Term)

Pay Scale – Grade 3

6.25 hrs

The Governors are seeking to appoint a 1:1 Lunchtime Supervisor. 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
- Be able to work as part of a team

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

As this is a 1:1 Lunchtime Supervisor role, the position will be on a fixed term basis until the child leaves the School.

This is a wonderful opportunity to work in a very popular school. We are blessed with great support from the parents and parishes. 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 applicant 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

Informal visits to our school are welcome and encouraged and be arranged through the school office.

Application forms and further details are available from the school. Application forms can be downloaded from the school website : 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 Headteacher.

The closing date for applications is Wednesday, 11th October 2017.

Interviews will take place week commencing 16th October 2017.

'An outstanding school, which is deeply committed to the Catholic mission... this school inspires all within this faith community to live life to the full.' Ofsted 2017



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JOB DESCRIPTION

LUNCHTIME SUPERVISOR / ACTIVITY SUPPORT ASSISTANT 3

GRADE:	3
HOURS:	6.25
RESPONSIBLE TO:	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

- 1.1 To supervise areas, both indoors and outdoors, where students / pupils congregate during lunchtime, maintaining Health & Safety practices.
- 1.2 Taking account of relevant practices and procedures, to supervisor and monitor activity areas, corridors, toilets, classrooms, etc., as required.
- 1.3 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.
- 1.4 To supervise queues waiting to enter specified dining areas.
- 1.5 To undertake the personal care of students / pupils including toileting, dressing, sickness, as appropriate.
- 1.6 Where required, to assist in the bringing food to, and feeding children unable to feed themselves.

2. Promoting Positive Behaviour

- 2.1. To encourage positive behaviour through implementation of school's behaviour policies and practice and dealing with incidents as directed.



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- 2.2. To encourage students / pupils understanding and knowledge of the impact of their actions within the remit of Health and Safety.
- 2.3. Assist within the parameters of school positive behaviour practices and procedures assist as appropriate to promote the maintenance of Health and Safety.
- 2.4. To provide information to the Activity Support Officer for the recording of incidents or occurrences.

3. Promoting Personal and Social Skills

- 3.1. To encourage students / pupils to maintain hygiene standards (eg. Washing hands after toileting).
- 3.2. To encourage students / pupils to leave all areas in a tidy condition.
- 3.3. To encourage good relations between students / pupils and adults through informal discussion and play situations.
- 3.4. As appropriate to organise the distribution and collection of lunchtime equipment and supervise activities where necessary.
- 3.5. To be actively involved and encourage lunchtime games.
- 3.6. To encourage and develop social skills such as mutual respect and trust.
- 3.7. To be aware of cultural and social factors which may have an effect on the supervision of the students / pupils.

4. Appropriate Communication

- 4.1. To report accidents or other occurrences such as child protection issues immediately to the Senior Lunchtime Supervisor.
- 4.2. As necessary, pass on verbal or written information to the Senior Lunchtime Supervisor or appropriate staff.
- 4.3. To liaise with the kitchen staff as appropriate for issues related to lunchtime supervision.

5. General

- 5.1. 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>
- 5.2. 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.



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PERSONNEL SPECIFICATION

LUNCHTIME SUPERVISOR

Attributes	Essential	Desirable	How Identified
Relevant Experience	<ul style="list-style-type: none"> • Experience of working with children / young people. • Experience of encouraging the development of relationships between children / young people. 	<ul style="list-style-type: none"> • Previous experience of working as a lunchtime supervisor 	Application form Interview / References
Qualifications	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Willingness to attend appropriate training courses to fulfil the functions of the job • First Aid Qualification 	Application form Interview
Special Skills and Attributes	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Aware of Health & Safety issues • Knowledge of child protection issues and procedures 	Interview / References
Social Skills	<ul style="list-style-type: none"> • Flexible approach to work • Awareness of the importance for confidentiality • Ability to work with a variety of different people • Courteous and polite 	<ul style="list-style-type: none"> • Previous experience of dealing with a range of people and behaviours • Sense of humour 	Interview References
Motivation	<ul style="list-style-type: none"> • Enthusiasm and energy to work as part of a team • Committed to providing a high quality service 	<ul style="list-style-type: none"> • 	Application form Interview / References
Physical Characteristics	<ul style="list-style-type: none"> • Good attendance record • Flexibly approach • Project professional image for the school 	<ul style="list-style-type: none"> • 	Application form Interview / References
Disclosure of Criminal Record (DBS)	<ul style="list-style-type: none"> • Enhanced DBS 	<ul style="list-style-type: none"> • 	Application form Interview / References