



Westfield School

# Lunch Time Supervisor

Applicant Pack



Outstanding Achievement for All

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# The Vacancy

## Post advert

**Deadline for applications:** 11.59pm on 4 September 2024

**To start:** Immediately

We are looking to appoint colleagues to join our team as a Lunchtime Supervisor at Westfield School. As part of the role you will be responsible for providing supervision for students at lunchtime and providing assistance and information as required.

The successful applicant will need to have excellent communication and interpersonal skills and the ability to work well under pressure in a busy school environment.

We are looking for:

- Someone who can provide a professional lunchtime supervisor role to students
- Someone who can provide assistance to staff and students
- Someone who is an excellent role model
- Someone who has a good understanding and experience of the job requirements

Currently the working requirement is 1 hour 40 minutes per day. The duty time is 12.10pm – 1.50pm and this role is term time only. We have 2 roles available:

- 1 x 5 days per week (8 hours 20 mins per week) Monday to Friday, term time only.
- 1 x 2 days per week (3 hours 20 mins per week) Monday and Wednesday, term time only.

## Role summary

<b>Post title:</b>	Lunchtime Supervisor
<b>Profile:</b>	BS2
<b>Grade:</b>	1
<b>Grade spinal point range:</b>	2
<b>Salary:</b>	£22,366 pro rata
<b>Accountable SLT post:</b>	Business Support Services Manager
<b>Line manager (if different):</b>	Heads PA/Office Manager
<b>Staff to be supervised or line managed by post holder:</b>	Other teaching and support staff
<b>Post holder will work with:</b>	Others within team
<b>Holiday and sickness relief:</b>	Others within team
<b>Purpose of post:</b>	To supervise students during the school lunch break.
<b>Version revised:</b>	May 2022
<b>Contract:</b>	Permanent (Term Time Only) 1 x 8 hours 20 mins & 1 x 3 hours 20 mins – 39 weeks

## Job Description

The post holder must at all times carry out his/her responsibilities within the spirit of the School and Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

To work under the agreed systems of supervision within the school, taking a key role in assisting pupils identified with behaviour needs. This will include, but not be limited to:

### Specific duties and responsibilities

- Supervision of Students immediately before, during and after the midday meal. This includes provision for children who bring sandwiches.
- Supervision of the Students entry into the dining areas.
- Supervision of Students in the dining hall
- Guidance on table manners
- Assistance with clearing tables and returning trays to collection points
- Assistance with washing down tables and resetting where required and when school meals staff are not available.
- Taking such steps as necessary when children are sick. Assisting to their needs when in distress and reporting the situation to a teacher.
- To arrange for emergency treatment when required, e.g. calling for a teacher if there has been an accident.
- Vigilant in the playground in recognising potential dangers and approaching unauthorised personnel who enter the school.

### Support for the Trust/School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the Trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- From time to time, to meet the needs of the Trust, you may be asked but not expected to work hours additional to your normal working hours. The Trust will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.

- Team responsibilities – All support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

### **Changes to these duties**

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

# Person Specification

Job Title: Lunchtime Supervisor

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
<b>Experience</b>			
Experience of working with young people	✓		A
Excellent Communication skills	✓		A/I
Experience of working with students in an educational environment		✓	A/I
<b>Qualifications</b>			
Good level of literacy and numeracy eg GCSE Maths and English or substantial relevant experience		✓	A
Evidence of regular, relevant and recent personal development		✓	A/I
First Aid training		✓	A
<b>Other skills</b>			
Work effectively as part of a team recognising own role as a team member.	✓		A/I
Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality. Adaptable to changing working practices.	✓		I
Commitment to providing a professional and caring environment.	✓		A/I
Ability to carry out instructions accurately and effectively as directed by line manager.	✓		I
Ability to supervise students in an effective manner	✓		A/I
<b>Interpersonal Skills</b>			
Ability to build and form good relationships with students and colleagues.	✓		A/I
Confident and effective approach to working with young people	✓		A/I
Be able to work calmly under pressure	✓		A/I

To be a good role model	✓		A/I
<b>Child Protection</b>			
Understanding and awareness of Safeguarding procedures and practices, along with a commitment to promote the safety and wellbeing of young people	✓		A/I

## Westfield School

Westfield School has a strong local reputation and has recently been oversubscribed. We are an ambitious and improving secondary school, with expanding 11-16 provision. We currently have over 1300 students and seek to provide outstanding achievement for all.

We are really proud of our school and our students. Our expanding curriculum is ambitious and enriched with our exam results improving year on year.

The environment in which we work is modern and vibrant with great facilities including generous grounds, bright classrooms with modern IT, fabulous sports facilities including astroturf and swimming pool.



In addition to trust-wide benefits for all staff, those at Westfield School also have access to:

- Supportive and friendly staff and leadership team.
- Excellent public transport links and free staff parking.
- Free access to on-site leisure facilities including swimming pool and gym.
- Opportunity to be part of the varied extracurricular offering, including Duke of Edinburgh's Award programme.
- Staff wellbeing and fitness programme, run in conjunction with Sheffield United.

You can view the school website at: [www.westfield.chorustrust.org](http://www.westfield.chorustrust.org).



## Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is ‘Outstanding Achievement for All’. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:



An ethos of being a **force for good**; of being part of a team that enables ‘outstanding achievement for all’.



Leading edge **training and development** through the South Yorkshire Teaching Hub.



A **collaborative environment** encouraging knowledge sharing and support.



Access to discounted **health schemes** through Westfield Health and Westfield Rewards Schemes.



Competitive **pension schemes**: Teacher’s Pension Scheme (teaching staff) and local government pension scheme (support staff).



Term-time only contract postholders have the freedom of having **school holidays** off.



**Career progression** opportunities within a growing, local trust.



Support for **flexible working** arrangements.

You can read more about Chorus Trust at [www.chorustrust.org](http://www.chorustrust.org).

## To apply

- Full application pack and application forms available from: [www.chorustrust.org/vacancies](http://www.chorustrust.org/vacancies)
- Completed application forms are to be sent to: Trish Hughes (HR Administrator) at: [recruitment@westfield.chorustrust.org](mailto:recruitment@westfield.chorustrust.org)
- Please note that CVs and council application forms will not be accepted.
- Deadline for applications: 11.59pm on 4 September 2024

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at [www.chorustrust.org/policies](http://www.chorustrust.org/policies).

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.