

# Lunchtime Supervisor



**We are Humber Education Trust.**



## FREDERICK HOLMES SCHOOL LUNCHTIME SUPERVISOR

<b>Grade &amp; Scale point:</b>	1, scp 2
<b>Salary:</b>	£23,656 Full time equivalent, £4,022 Actual salary, £12.26/hr
<b>Hours of work:</b>	7.5 hours/wk, Monday – Friday, 11.45am – 1.15pm
<b>Contract:</b>	Permanent, Term-time only (190 days/yr)
<b>Start date:</b>	ASAP following pre-employment checks

We pride ourselves on our outstanding quality of education and are seeking to strengthen and increase our student welfare team through the appointment of additional Lunchtime Supervisors.

Many pupils at Frederick Holmes require a high degree of adult support to access the school curriculum and for everyday activities such as eating and drinking and personal care routines. The school works with a multidisciplinary team, including speech and language therapy, physiotherapy and occupational therapy to meet these needs. We also have a full-time nursing team based at the school.

Experience of working with children with complex special needs is desirable. All candidates will be expected to undertake the training required to meet the needs of the children. You will be expected to work across the school individually with pupils and/or with groups in class.

### JOB REQUIREMENTS:

- Supervision of children throughout the midday lunch break.
- Helping with supervision in the dining hall, during the service of meals, ensuring good eating habits and table manners.
- Plan and deliver games with the children on the playground, encourage group play.
- To resolve any behavioural issues efficiently following the guidance of the senior leaders.
- Care for sick children and those with minor injuries/ailments, providing basic first aid treatment when required

### THE SUCCESSFUL CANDIDATE WILL HAVE:

- Experience working with children with varying ages and backgrounds
- Excellent communication and interpersonal skills
- Ability to organise activities that engage children
- The ability to work effectively as part of a team
- A first aid qualification or be willing to undertake training
- A knowledge and commitment to safeguarding and promoting the welfare of children and young people

*If you believe you are the right person for the job, then we would love to hear from you.*

## **AS A MEMBER OF HUMBER EDUCATION TRUST, WE OFFER:**

- Commitment to securing the very best provision and outcomes for all children.
- A Trust with expertise in every area of the curriculum, both in primary and special settings, through our Teaching & Learning Ambassador and peer networks.
- Outstanding individually tailored continual professional development for staff at all levels.
- Staff who feel valued and supported in their roles.
- A caring and safe environment where we recognise the diverse needs of our community, ensuring our young people from all backgrounds thrive.
- Ethical working with mutual respect and collaboration

**Visits to our school are encouraged and welcome by appointment.**

## **HOW TO APPLY:**

Please visit our [Eteach careers page](#) to apply for this vacancy. All candidates are advised to refer to the job description and person specification before making an application. Early application is encouraged. We will review applications throughout the advertising period and therefore reserve the right to close the advert early should sufficient applications be received.

**Closing date for completed applications:** 8am, Monday 17 March 2025

**Interview date:** TBC

If you have any queries regarding the role or application process, please contact Claire Turner, HR Administrator, at Frederick Holmes School via Tel: 01482 804766 or email [cturner@frederickholmes.het.academy](mailto:cturner@frederickholmes.het.academy)

As part of Humber Education Trust's recruitment processes, in accordance with statutory Keeping Children Safe in Education guidance, an online search will be carried out on all shortlisted candidates. Those shortlisted for interview will also be required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

## **CONDITIONAL OFFER:**

Any offer of employment to this post will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure Barring Service, Children's Barred List Check, Section 128 check where applicable, identity checks, medical clearance, proof of qualifications, satisfactory references and eligibility to work in the UK checks. Shortlisted candidates will be subject to an online search and required to complete a self-declaration of their criminal record.

## **SAFEGUARDING STATEMENT:**

Humber Education Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

**SCHOOL:** Frederick Holmes School

**JOB TITLE:** Lunchtime Supervisor

**GRADE:** 1

**EVALUATION DATE:** September 2021

**JE NUMBER:** HET58

**DIGNITY AT WORK:** To show, at all times, a personal commitment to Looked after Children and treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone in the academy.

**PURPOSE:** To organise and participate in the supervision of individual and groups of children during lunch, under the general direction of the lunchtime coordinator, the Headteacher or responsible person.

## PRINCIPAL ACCOUNTABILITIES:

*Please note decision making must be included within the Principal Accountabilities*

- |    |  |
|----|--|
| 1. | To promote and safeguard the welfare of children, young people   |
| 2. | To plan and deliver games with the children on the playground, encourage group play  |
| 3. | To manage any behavioural issues efficiently following the guidance of the senior leaders.   |
| 4. | Supervises pupils at mealtimes   |
| 5. | Supervise toilet activities  |
| 6. | Cares for sick children and those suffering minor injuries or ailments and provide basic first aid treatment when required.  |
| 7. | The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the <i>school/academy</i> , as your employer and you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Health and Safety policy adopted by the academy. |

## GENERAL:

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The post-holder must be flexible to ensure the operational needs of the *school/academy* are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the academy. The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times. To promote the schools Equal Opportunity Employment Policy.

## DIMENSIONS:

All sections should be completed – if there aren't any state 'none'

1. **Responsibility for Staff:** None

2. **Responsibility for Customers/Clients:**

The postholder is responsible for ensuring the pupils are supervised and that the areas are kept safe and tidy for pupils and staff.

3. **Responsibility for Budgets:** None

4. **Responsibility for Physical Resources:**

The postholder is responsible, along with all other staff, to safeguard and protect the school's resources to the best of their ability and not to misuse or misplace school property.

## WORKING RELATIONSHIPS:

All sections should be completed – if there aren't any state 'none'

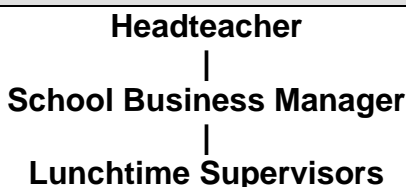
1. **Within School:** All school staff, pupils, parents, governors, the community.

2. **Within Trust:** Other school based staff.

3. **With External Bodies to the Trust:**

Educational support staff, educational support services, other schools and educational establishments, other public services and community representatives.

## ORGANISATION CHART:



	Not applicable	Low	Moderate	High	Very High	Intense
<b>PHYSICAL DEMANDS:</b> Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).		✓				
<b>WORKING CONDITIONS:</b> Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).		✓				
<b>EMOTIONAL DEMANDS:</b> Exposure to objectionable situations over and above that normally incurred in a day to day office environment.		✓				

I have read and accept the role of Lunchtime Supervisor.

Name:

Signed:

Date:

<b>PERSON SPECIFICATION</b>				
The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. KEY: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References, T = Test/Assessment, P = Presentation		Essential	Desirable	How identified
<b>1.</b>	<b>Qualifications:</b>			
	Safeguarding Level 1	✓		AF
	First Aid Cert or willing to work towards		✓	AF
<b>2.</b>	<b>Relevant Experience:</b>			
	Experience working with children of primary school age	✓		AF
<b>3.</b>	<b>Skills (including thinking challenge/mental demands):</b>			
	Motivation to work with children and young people	✓		AF/I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	✓		I/R
	Ability to organise activities that engage children	✓		I/R
	Ability to prioritise tasks	✓		AF/R
	Adopt approaches that engage children and ensure appropriate behaviour	✓		I
<b>4.</b>	<b>Knowledge:</b>			
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		I
	Knowledge of Child Protection procedures	✓		I/R
	Knowledge of the Behaviour Policy		✓	I
	Awareness of Health and Safety issues	✓		I
<b>5.</b>	<b>Interpersonal/Communication Skills:</b>			
	<b>Verbal Skills</b>			
	Ability to establish good professional relationships and effective working relationships with a range of partners/colleagues and pupils at a variety of levels.	✓		R
	Work constructively as part of a team	✓		I/R
	Good basic communication and inter-personal skills	✓		I/R
	Ability to communicate with and motivate children	✓		I/R
	<b>Written Skills</b>			
	Good written skills	✓		AF
<b>6.</b>	<b>Other:</b>			
	Ability to self-evaluate learning needs and actively seek learning opportunities	✓		AF
	Flexible approach to working arrangements. The postholder must be flexible to ensure the operational needs of the school are met.	✓		AF/I/R
<b>The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.</b>				
<b>7.</b>	<b>Disclosure of Criminal Record:</b>			
	The successful candidate's appointment will be subject to the school/academy obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service.	✓		DBS Disclosure

## We are Humber Education Trust.

Our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. This is inclusion in its truest sense. We recognise that as every child needs different things to achieve the same end point, their full potential, so too do the schools that nurture and develop those children.

One size does not fit all.

Our commitment stretches across the breadth of our community with children firmly at the heart of all that we do. We are outward looking, embracing links with other education providers and agencies as we all seek the best outcomes for children.

We believe in innovative staff development opportunities at all levels, so that our teams enable our pupils and families to shine. We are passionate educators, both of ourselves and of others, prioritising resources to have the greatest impact, every minute of every day, on the children we serve.

We welcome challenge as this promotes positive change. Our determination to achieve the best outcomes for every individual means that we are relentless in our pursuit of excellence.

Only our best is good enough.

**This is us. Humber Education Trust.**



## We value our employees



The following **benefits** are available to employees within our academies:

### Financial

- Competitive Salary
- Teacher's Pension & Local Government Pension Scheme
- Occupational Sick Pay

### Family Friendly

- Maternity, paternity and adoption leave
- Parental and dependent care leave
- Flexible working

### Employee Benefits - Permanent Contracted Employees & Fixed Term

- Staff Wellbeing EAP - 24/7 Confidential counselling service
- Integrated GP service
- Physiotherapy
- SAS Gym and 12 week weight management programme
- Preparing parents programme
- Financial wellbeing support
- Discounts on high street brands and stores via online discount platform
- 20% Discounted Gym Membership - Hull City Council Leisure & East Riding Leisure



### Professional Development

- Continuous Professional Development for All Staff
- Access to Middle and Senior Leadership Courses
- Supportive staff, committed to improvement, who will work with you to achieve your goals

*The opportunity to make a real difference to the lives of our students*