



Lunchtime Supervisor

Job Pack

October 2017

Dear Candidate,

Thank you for your interest in The Kingston Academy. I am delighted that you are considering joining our accomplished team of teachers. The opportunity to share in the architecture of a new school and be integral in its delivery at a strategic level is unique.

I am looking to appoint a Lunchtime Supervisor to assist teachers and operations staff on duty to supervise pupils during their lunch break. The successful candidate will also accompany pupils returning from their PE lessons at The Hawker Centre, together with their PE Teacher.

You will join us at an exciting stage in our development. The project to build a large modern extension, with state-of-the-art STEM provisioning, to house our growing school will be very well underway. The addition of a new Year 7 intake in September 2017 has taken total pupil numbers to almost 500, whilst original History Makers, entering in Year 9, are now starting to consider their options for KS4. In addition, planning for the development of our Sixth Form has begun in earnest.

Recruitment and development of exceptional staff is a top priority for us at The Kingston Academy. Our team comprises committed professionals who are invested in the process of ensuring our pupils achieve to the very best of their abilities. We understand that our drive to build an exceptional school relies upon our ability to recruit a fantastic team of staff and offer them excellent opportunities for professional development.

We hope you will be able to see your place in The Kingston Academy story and come forward to apply for this role.

I very much look forward to receiving your application.

A handwritten signature in black ink, appearing to read "Sophie Cavanagh", written in a cursive style.

Ms Sophie Cavanagh
Head Teacher

The Application Process

Interested candidates are asked to complete the application form and monitoring form which are available on our website under the careers section entitled Lunchtime Supervisor. You can also obtain a paper copy of the application form from the school office. The completed application should be sent in the post or via email to Lesley Thomas:

Lthomas@thekingstonacademy.org

Address:
Lesley Thompson
The Kingston Academy
Richmond Road KT2 5PE

Key Dates

Final date for submission of application: Friday 13th October 2017

Interview date: Tuesday 17th October 2017

Lunchtime Supervisor - Job Description

Post Title: Lunchtime Supervisor
Salary: The Kingston Academy Operations Pay Scale
Reporting to: School Business Manager
Hours: 12.45 until 2pm from Monday to Friday (6.25 hours per week).
Salary: Grade B, Spinal 3 – 5. Actual salary £3,994 - £4,115 (FTE £18,189 - £18,740).
Term time only: 37 weeks per year.

This job description is a general outline of the typical duties and responsibilities to be carried out whilst accepting that these may change at the discretion of the Head Teacher. It is vital that, as the new Academy grows to full capacity, you have the ability and willingness to be flexible and versatile within this role. If you are recruited to a position which does not currently have a full teaching load you will be expected to fulfil other duties and/or roles.

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful Lunchtime Supervisor will have.

Core Purpose

As part of a team, the Lunchtime Supervisor will assist in securing the safety and welfare of the pupils during the midday break. This will involve effective supervision of pupils in and about the premises of the school in accordance with the general instruction of the Head Teacher. In addition, the Lunchtime Supervisor will be responsible for accompanying pupils who have completed their PE lessons, walking back from the Hawker Centre together with the PE teacher.

A. Supervision and control of students in the dining hall, including:

- Organising the queue and entrance of pupils into the hall and ensuring good behaviour and a calm atmosphere.
- Dealing with any unacceptable behaviour that may occur by intervening or calling for assistance, reporting incidents to the appropriate person according to the severity of the incident.
- Encouraging social skills and good table manners, ensuring safety with knives and forks.
- Ensuring that students tidy/clear up in a satisfactory manner.
- Assist in cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff.
- Sharing responsibility with other members of staff on duty for the maintenance of order and discipline in the hall.

B. Supervision and control of pupils returning from the Hawker Center, together with the PE teacher:

- To maintain order and ensure the safe transfer of pupils, together with the PE teacher, who are returning to the school from the Hawker Centre where they will have participated in PE lessons.

C. Supervision and control of pupils in the playground and other school premises, including: -

- To prevent bullying, being aware of changes in friendships, encouraging socialising etc.
- To discourage and prevent dangerous activities.
- To report any poor behaviour or breaking of the school rules by pupils to the member of staff on duty, or to Pupil Services.
- To ensure that pupils return to lessons promptly at the end of the lunch period.
- To help pupils who need assistance dealing minor bumps or bruises occurring in the lunch break (in accordance with school policies).
- To complete the accident / incident book and other relevant paperwork.
- To supervise and control of the school entrance during lunch break to ensure pupils do not leave the grounds without permission/authorisation.
- To check on any strangers who may seek to enter school premises in accordance with school guidelines, be observant of any loiterers and report to the appropriate person.
- To support The Kingston Academy's ethos by ensuring the values and principles of the school are at the heart pupil behaviour and relationships.
- To maintain the highest possible personal, presentational and professional standards as an example to colleagues and pupils

D. Other

- This job description and allocation of responsibilities may be amended, after consultation, from time to time. Performance Development procedures will aid this process by considering the relevance of the lunchtime supervisor's role in the context of the changing needs of The Kingston Academy and the professional development of the Supervisor.
- This job description applies to all Lunchtime Supervisors in The Kingston Academy.
- Some staff will, in addition, have extra responsibilities, which are described in a supplementary job description.
- All TKA staff are expected to operate, at all time, within the stated policies and practices of The Kingston Academy.
- Employees will be expected to comply with any reasonable request from the Head to undertake work of a similar level that is not specified in the job description.
- The Kingston Academy will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- The Kingston Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check with barred list information is required for all successful applicants in addition to checking the individual is not subject to a prohibition order. Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.
- Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

Complaints

If, following a future review amendment(s) are made to this document and an agreement is not reached, the appropriate grievance procedure should be used for the settling of any disputes.

Job Description issued by _____ Date: _____
(Signature of the Head Teacher)

Copy received by _____ Date: _____
(Signature of Lunchtime Supervisor)

Person Specification

Candidates should be aware that there is a degree of flexibility over the person specification for this role. Individuals applying for the role should have the following attributes:

- Literacy skills to be enable:
 - The understanding of school policies and complete accident/incident book as required
 - The comprehension and compliance and work with policies, e.g. school behaviour policy, child protection policy, health and safety, confidentiality and other school rules.
- Basic first aid skills.
- Experience of working with children.
- The ability to control and supervise children.
- A patient and fair-minded approach.
- The ability to stay calm in an emergency.
- Strong verbal communication skills.