



Lunchtime Supervisor

Required as soon as possible

Salary: Point 3

Hours: 7.50 per week

37 weeks per academic year

Contract type- fixed term, with a view to being extended and the hours reviewed

We have vacancies for colleagues to supervise students during their lunch time break.

You will be part of a team who will take care and control of students during their lunch time. Full training will be given. Please refer to the attached job description for more information about the role

Completed application forms should be sent or emailed to Michaela Campbell at michaela.campbell@kha-tkat.org

If you would like to arrange an informal conversation prior to application, please contact Sue Jinks at businessmanager@kha-tkat.org

Please note that CVs will not be accepted unless accompanied by a fully completed application form.

Health and Safety

King Harold follows the TKAT, Essex and Government COVID 19 guidelines in order to protect students, staff and visitors to the school.

Safeguarding

TKAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced disclosure and barring service check.

Equal Opportunities

TKAT is committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work full time, part time or on a flexible basis.

Closing date: 10th February 2023

Interviews: w/c 13th February 2023



Job Description: Lunchtime Supervisor

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| Job Title | Lunchtime Supervisor |
| Grade | Point 3 |
| Reports to | Senior Midday Assistant |
| Responsible for | Not Applicable |
| Liaison with | Pupils Senior Midday Assistant Teaching staff Pastoral Support Manager Catering And Caretaking Staff |
| Job Purpose | Acting as part of a team, to take care and control of all the students on the school premises during the midday break between the morning and afternoon teaching sessions. |
| Principal Accountabilities | <ul style="list-style-type: none">• To maintain the safety, welfare and good conduct of the pupils during the midday break |
| Duties | <ul style="list-style-type: none">• To assist students in selecting their meal and sitting in an appropriate place in the dining hall, sandwich room.• To assist students with eating their meal if applicable.• To enforce the necessary sanctions for maintaining good order.• To administer basic first aid as required.• To keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed.• To provide pastoral care, guidance and routine advice to pupils as appropriate.• To alert Senior Midday Assistant and/or the Pastoral Manager of any concerns regarding an individual child or group of students |



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| General | <ul style="list-style-type: none"> • To attend relevant training and meetings as required. • To respect confidentiality at all times. • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of students and young people and expects all staff and volunteers to share in this commitment. |
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Accountability: The Headteacher and Line Manager in the first instance

To take, and be accountable for all decisions made within the parameters of the job description.

Standards:

The standards of the post holder will be measured through the School Performance Management system by setting targets linked to this job description and role. The job description will be reviewed annually at the Performance Management meeting.

| General heading | Detail | Examples |
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| Qualifications & Experience | Specific qualifications & experience | Working with or caring for students |



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| | | Completion of DCSF Induction programme |
| | Knowledge of relevant policies and procedures | Knowledge of First Aid |
| | Literacy | Basic reading and writing skills |
| | Numeracy | Ability to count and undertake basic calculations |
| | Technology | Ability to use basic equipment e.g. photocopier, video |
| Communication | Written | Ability to complete basic forms |
| | Verbal | Ability to exchange routine verbal information clearly with students and adults |
| | Languages | Seek support to overcome communication barriers with students and adults |
| | Negotiating | Consult with students and other adults |
| Working with students | Behaviour Management | Understand and implement the school's behaviour management policy |
| | SEN | Understand and support the differences in students and adults and respond appropriately |
| | Curriculum | Understanding of games and activities which support learning |
| | Child Development | Understanding of the way in which games and activities can help students develop |
| | Health & Well being | Understand the importance of physical and emotional wellbeing |
| Working with others | Working with partners | Understand the role of others working in the school |
| | Relationships | Ability to establish rapport and respectful and trusting relationships |



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| | | with students, their families and carers and other adults |
| | Team work | Ability to work effectively with other adults in the school |
| | Information | Ability to provide timely and accurate information |
| Responsibilities | Organisational skills | Good organisational skills |
| | Line Management | N/A |
| | Time Management | Ability to manage own time effectively |
| | Creativity | Ability to follow instructions |
| General | Equalities | Demonstrate a commitment to equality |
| | Health & Safety | Basic understanding of Health & Safety |
| | Child Protection | Understand and implement child protection procedures |
| | Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality |
| | CPD | Be prepared to develop and learn in the role |