



Church Hill C. of E. Junior School

Church Hill Road - Thurmaston - Leicester - LE4 8DE

☎ 0116 2692509

✉ parentresponse@churchhill-jun.leics.sch.uk

🌐 <http://www.churchhill-jun.leics.sch.uk>

Headteacher: Mrs D. Brown



Fixed term Lunchtime Supervisor

Grade 4 point 5 (£20,817 fte) *pay award pending*

6.25 hours a week, term time plus 1 week

£3009 gross salary

We are looking for a colleague who will:

- Work to safeguard the health, safety and security of children
- Have high expectations of pupil's achievement and behaviour
- Feel comfortable working with children aged 7 – 11 years
- Work well within a team
- Show a good sense of humour
- Be a positive role model for children
- Supervise pupils in the area in which they eat their lunch. Assist and supervise the clearing away and tidying of the eating area.
- Supervise pupils after lunch, either inside or outside of the school building, being especially vigilant as to the health, safety, welfare and security of the pupils within their care, and in accordance with the School Behaviour policy.
- Ensure reasonable behaviour and safe conduct of pupils by maintain good order and discipline, dealing as appropriate with all incidents of disorder ensuring that any disruption is minimised.
- Attend to accidents in the playground in accordance with the School procedure and guidelines on accidents and their treatment.
- Take appropriate independent action to minimise disruption in the event of misconduct as per the School Behaviour policy.
- Ensuring pupil's safety at lunch times by ensuring that they stay within the school campus and are not in inappropriate parts of the school grounds and/or buildings.

We can offer:

- A positive and very supportive environment
- A commitment to training
- Well behaved children

The school has a commitment to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS clearance will be applied for and required for this position.

Deputy Headteacher:
Mrs M. Sudera
Phase Leader
Mrs R. Saxton

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Together Everyone Achieves More



Chair of Governors:
Mr Steve Hardy



Church Hill C. of E. Junior School

JOB DESCRIPTION

School/College:

Job Title: Midday Supervisor

Grade: 4

Post Number:

Responsible To: Designated Teacher or Midday Manager

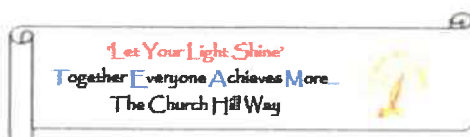
Responsible For:

**Key Relationships/
Liaison with:**

Job Purpose: To take responsibility for the health and safety and security of children during the School/College lunch break.

MAIN DUTIES AND RESPONSIBILITIES:

1. Supervise pupils in the area in which they eat their lunch.
2. Assist and supervise the clearing away and tidying of the eating area.
3. Supervise pupils after lunch, either inside or outside of the school building, being especially vigilant as to the health, safety and security of the pupils within their care, and in accordance with the School/College Behaviour Policy.
4. Ensure reasonable behaviour and safe conduct of pupils by maintaining good order and discipline, dealing as appropriate (including restraint) with all incidents of disorder ensuring that any disruption is minimised.
5. Attend to accidents in the playground in accordance with the School/College procedure and guidelines on accidents and their treatment.





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SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply :

- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- (b) Expenses will be paid in accordance with the Local Conditions of Service.

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore a **DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.**

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Church Hill C of E Junior School is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.



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PERSON SPECIFICATION

School/College:

Job Title: Midday Supervisor

Grade: 4

Post Number:

	Essential	Desirable	How assessed
<u>Qualifications</u>	N/A		App/Doc
<u>Experience</u> Experience of working with children.	✓		App/Ref
<u>Knowledge</u> An empathy with and an understanding of children in the age range concerned.	✓		
<u>Skills/Attributes</u> Ability to be assertive when necessary. Ability to understand and follow relevant procedures, e.g. health and safety, child protection (including issues regarding restraint), school behaviour policy. Good interpersonal communication skills.	✓ ✓ ✓		
<u>General Circumstances</u> Attendance - evidence of regular attendance at work. An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-	✓ ✓		App/Ref/ Med App/Int



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	Essential	Desirable	How assessed
to-day situations.			
<u>Factors not already covered</u> Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓		Med

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)