



Recruitment Pack

Half Acres Primary School
Lunchtime Supervisor





We are currently a Trust of nine primary academies and are supporting other local primary schools as they look towards joining us. We envisage our family of schools growing with like-minded schools adding to our strong partnership. Our vision is to develop a community of schools working together to achieve excellent outcomes for all.

We believe in investing in our people to achieve this. As a Trust we firmly believe that what we all do in schools is for the daily benefit of the children. We build strong relationships with our communities and have high expectations for all. Everyone in our Trust should feel successful and this extends to all pupils and staff.

Our schools work in partnership and collaborate with each other. This helps us get better individually and collectively and means we are all developing all of the time. The Trust supports staff to remove work that is unnecessary or does not benefit our children. All our schools are calm and purposeful environments where staff and pupils have a voice. We focus on what research tells us works for children and are always looking to innovate and find new, creative solutions for improving their educational experience. This enables us to live out our aim of inspiring excellence in everyone.

If you are someone who is committed to children achieving the very best and like to work in a team, in schools and across our Trust, then we would like to hear from you. Please do get in touch if you have any questions or want to know more.

Matthew Knox

Chief Executive Officer

We wish to grow our Trust and believe we have a compelling offer for others to join. For further information please take a look at our Trust Prospectus and Annual Impact Report which are available on the home page of our website: www.ipmat.co.uk.



Our Trust is made up of nine primary academies, all within the Wakefield District.



At Inspire Partnership Multi-Academy Trust, our values are central to all we do:

Respect

Where respect is the foundation of each school community, built upon professionalism, appreciation for diversity and embracing individuality.

Recognition

Where all individuals are recognised for their dedication and commitment leading to shared success for all.

Responsibility

Where responsibility, trust and openness underpin all we do. Forming a shared responsibility for professional collaboration and individual accountability, we make a difference to the children in the communities in which we serve.

Resilience

Where all individuals are resilient: striving for excellence, embracing challenge and collaborating with confidence and courage.



Job Description

Post Title:

Lunchtime Supervisor

Grade:

Grade 2 SCP 2

Employee Benefits:

At IPMAT we value our people and the work they do to achieve the best outcomes of our children and in recognition of this we offer the following benefits to all our employees: Cycle to Work Scheme*, Salary Sacrifice Tech Scheme*, Medical Health Plan*, retail loyalty scheme earning up to 15% cash back and discounted gift cards saving up to 10% on of the upfront cost of a wide range of big brands (*restrictions apply to ensure NMW earnings are maintained).

Reporting to:

Headteacher

Supervisory responsibility:

The postholder may be responsible for supervision of pupils during lunch time periods.

Purpose of Job:

- To assist with the supervision of pupils during lunch time periods.
- To uphold and promote the Academy's child protection and safeguarding policies and procedures and ensure they are adhered to by all staff.
- To promote the safety and wellbeing of students.

Requirement for the post

	Essential	Desirable
Qualifications /Training		<ul style="list-style-type: none"> • Support Work in Schools (S.W.I.S.) Level 2 • Level 2 Numeracy/ Literacy or willingness to work towards • Sporting Qualifications
Knowledge	<ul style="list-style-type: none"> • Willingness to participate in training • Basic Numeracy/Literacy skills • Appropriate knowledge of First Aid 	<ul style="list-style-type: none"> • Knowledge of basic hygiene procedures • Appropriate knowledge of First Aid
Experience	<ul style="list-style-type: none"> • Working with children within a caring profession • Working within a team 	
Physical Skills	<ul style="list-style-type: none"> • Ongoing physical activity e.g. standing or walking, outdoor working 	
Competencies and other skills required	<ul style="list-style-type: none"> • Effective communications skills • Team working skills • Supervisory skills • Caring skills • Very high levels of concentration and alertness required 	

Specific Duties & Responsibilities

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

- To supervise children during meal breaks and to cut up food where appropriate.
- To supervise pupils inside and outside to ensure their welfare and safety.
- To supervise children during meal breaks to ensure their welfare and safety is utmost and that good conduct is maintained at all times.
- To check that all pupils return safely to their classrooms.
- To follow the school's behaviour policy to ensure good conduct is maintained.
- To administer basic first aid, record details and communicate accidents and incidents to appropriate staff following school procedure.
- To ensure that persons on the premises who are not pupils are authorised.
- To refer any cases of unacceptable behaviour to the Headteacher/ relevant Class Teacher or Family Mentor.
- Cleaning up spillages within the dining area.
- Attend to children who are ill during lunch time – as and when required.
- To adhere to the school's safeguarding policies and procedures.
- Report any problems to the Senior Lunchtime Supervisor / Learning Mentor / Headteacher.
- Understand and comply with relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)

People and Budget:

None

Physical Resources:

None

Customers and Clients:

Pupils at the school, looking after the welfare and discipline over the whole of the lunch break

Working Conditions:

- The nature of the post may involve some ongoing physical effort for long periods e.g. standing or walking, awkward postures, pushing/pulling, lifting/carrying
- Outdoor working conditions in dry weather & indoor working conditions in wet weather.

Employment checks required of this post:

- Evidence of entitlement to work in the UK
 - Two satisfactory references
 - An Enhanced DBS Certificate
- Confirmation of medical fitness for employment
 - Online search