



# Recruitment Pack

Girnhill Infant School  
Lunchtime Supervisor





We are currently a Trust of nine primary academies and are supporting other local primary schools as they look towards joining the Trust. We envisage our family growing over the next academic year. The focus of our Trust is to work with primary schools across the Wakefield District. Our VISION is to develop a community of schools working together to achieve excellent outcomes for all.

Since our establishment in 2016, the Trust has come a long way. Five of our nine schools have been inspected by OFSTED following conversion and the outcomes of each inspection have been positive, each report has highlighted strong and positive support from the Trust.

Our aim is to support schools through collaboration. We will ensure that our academies are able to provide an excellent education for children, families and community they serve. We believe in freeing teacher and leaders from bureaucracy to concentrate on providing they very best teaching, learning support and development that every child deserves.

We aim to deliver continuously improving educational opportunities and exciting educational experiences to all our pupils to share with their communities.

I wish you well with your application and look forward to hearing from you.

Sue Vickerman

CEO

The journey we have been on over the last 12 months serves to illustrate how we are making INSPIRE a very forward thinking and innovative Trust. Please read our **Annual IMPACT Report** available on the home page of our website: [www.ipmat.co.uk](http://www.ipmat.co.uk).

We wish to grow our Trust and believe we have a compelling offer for others to join. Please look at our Trust Prospectus which is also available on the home page of our website: [www.ipmat.co.uk](http://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

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## Post Title:

Lunchtime Supervisor

## Grade:

Grade 2 – SCP 2

## Reporting to:

Headteacher

## 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).

## 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
<b>Qualifications /Training</b>		<ul style="list-style-type: none"> <li>• Support Work in Schools (S.W.I.S.) Level 2</li> <li>• Sporting Qualifications</li> <li>• Supporting pupils with S.E.N. Level 2 or 3 qualification.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Willingness to participate in training</li> <li>• Basic Numeracy/Literacy skills</li> <li>• Appropriate knowledge of First Aid</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of basic hygiene procedures</li> <li>• Appropriate knowledge of First Aid</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working with children within a caring profession</li> <li>• Working within a team</li> </ul>	
<b>Physical Skills</b>	<ul style="list-style-type: none"> <li>• Ongoing physical activity e.g. standing or walking, outdoor working</li> </ul>	
<b>Competencies and other skills required</b>	<ul style="list-style-type: none"> <li>• Effective communications skills</li> <li>• Team working skills</li> <li>• Supervisory skills</li> <li>• Caring skills</li> <li>• Very high levels of concentration and alertness required</li> </ul>	

# Specific Duties & Responsibilities

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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
  - Evidence of essential qualifications
    - An Enhanced DBS Certificate
- Confirmation of medical fitness for employment
  - Online Search