



# Grove School

## Lunchtime Supervisor

11.30am – 1.30pm daily

10 hours per week

Grove School  
Dawson Road  
Handsworth  
Birmingham  
B21 9HB  
Tel: 0121 464 4669  
Email: [p.matty@grove.bham.sch.uk](mailto:p.matty@grove.bham.sch.uk)

19.12.18

**Dear Applicant,**

Thank you for requesting information regarding lunchtime supervisor positions at Grove School. Enclosed is information about the vacancy.

Our parents and pupils provide excellent feedback on our school, they enjoy life at school and participate well in the wide range of extra curricular activities offered beyond the school day. Our vision is that our all our children will achieve their highest potential whilst with us, through a well balanced curriculum, innovative teaching and all children engaging in higher order thinking. Our Grove school expectations are central to how we work together at Grove, as a community, through respect, caring, thoughtfulness, honesty and giving of our best we can achieve so much in school.

If you were appointed as a lunchtime supervisor at Grove, we would offer you:

- a creative working environment with experienced staff and excellent learning spaces, both indoors and outdoors;
- an opportunity to work with a skilled team staff;
- opportunities to engage in high quality professional development to develop and extend your skills;
- support from teachers, managers and leaders of our school.

The closing date for applications is Wednesday 16<sup>th</sup> January 2019 at 12.00pm

Informal visits are most welcome on the following date: Wednesday 9<sup>th</sup> January 2019 at 4.00pm.

Please telephone the school office on 0121 464 4669 or email Anita Kumari at [a.kumari@grove.bham.sch.uk](mailto:a.kumari@grove.bham.sch.uk) to arrange your informal visit to Grove

Application forms can be downloaded from the school website in the vacancies section:

[www.grove.bham.sch.uk](http://www.grove.bham.sch.uk)

Interviews will be held on Friday 25<sup>th</sup> January 2019

Grove School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful applicants will need to provide evidence of the Right to Work in the United Kingdom. An enhanced DBS check is required for all successful applicants. Successful applicants will need to provide proof of qualifications; this will be the original copies of certificates.

I very much look forward to receiving your application.

Yours sincerely,

P Matty  
Head teacher

Enclosed

1. Job Description
2. Person Specification



## **GROVE SCHOOL**

### **JOB DESCRIPTION**

**Job Title:** Lunchtime Supervisor

**Grade 2**

#### **1.0 JOB PURPOSE:**

**1.1** As part of a team assisting the Behaviour Support Manager in securing the safety, and welfare of pupils during the midday break. This will involve effective supervision of pupils in and about the premises and site(s) of the school

#### **2.0 DUTIES AND RESPONSIBILITIES:**

**2.1** Principle Duties

**2.1.1** Supervision and control of pupils in the dining hall.

**2.1.2** Supervision and control of pupils in the playground and about other school premises

**2.1.3** Associated ancillary duties

**2.2** Main Duties and Responsibilities (as appropriate to nature/phase of school)

**2.2.1** Supervision and control of pupils in the dining hall including:

**2.2.1.1** Where appropriate, assist/supervise pupils with their general hygiene requirements (washing, toileting changing clothing etc. in accordance with School Policy) prior to entering the dining room

**2.2.1.2** Organising dinner queue and entrance of pupils into dining hall and from dining hall to playground; ensuring good behaviour and calm atmosphere. Dealing with any bullying/fighting/unruly behaviour that may occur by intervention or calling for assistance, reporting incidents to Head teacher/ Behaviour Support Manager according to severity of incident

**2.2.1.3** Directing pupils to seats, deciding on seating arrangements, separating problem pupils where necessary

- 2.2.1.4** Encouraging pupils to eat (including those with packed lunches) especially those with special needs or disabilities.
- 2.2.1.5** Being aware of pupils on special or restricted diets for medical reasons from information provided at the school. Assisting pupils with cutting up food, pouring liquids etc. where necessary
- 2.2.1.6** Encouraging social skills and good table manners, ensuring safety with knives and forks. Ensuring pupils tidy/clear up in a satisfactory manner
- 2.2.1.7** Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff
- 2.2.1.8** Dealing with anybody spillages in the dining hall in accordance with infection control procedures, ensure pupil goes to the medical room if appropriate
- 2.2.1.9** Sharing responsibility with other Lunchtime Supervisors and/or teacher for the maintenance of order and discipline in the dining hall area.
- 2.2.2** Supervision and control of pupils in the playground and about other school premises, including:
  - 2.2.2.1** Where appropriate, collecting pupils from classrooms if going straight into the playground, ensuring they are adequately dressed for the prevailing weather conditions where necessary
  - 2.2.2.2** Supervision and control of the school entrance during lunch break to ensure children do not leave the playground without permission/authorisation. Check on any strangers who may enter school premises in accordance with school guidelines, be observant of any loiterers and report to Behaviour Support Manager
  - 2.2.2.3** Direction of pupils to the playground and supervision of their activities and behaviour, ensuring their safety and well being, providing emotional support where necessary
  - 2.2.2.4** Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc. Occasionally participating in games
  - 2.2.2.5** Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school
  - 2.2.2.6** Reporting any bad behaviour, assaults, carrying of weapons/banned substances by pupils to the Behaviour Support Manager
  - 2.2.2.7** Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather. Occupying pupils in various games and activities
  - 2.2.2.8** Ensuring in accordance with instructions given that all pupils return to the care of teachers at the end of the lunch period

### **2.2.3** Associated Ancillary Duties

- 2.2.3.1 Checking toilet areas regularly for signs of pupil smoking/vandalism, blockage of toilets/wash basins and to ensure pupils are not loitering or playing in toilet areas. Reporting any damage or blockages to Caretaking staff
  - 2.2.3.2 Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the School's agreed procedures
  - 2.2.3.3 Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures
  - 2.2.3.4 Assist with cleaning the dining hall at the end of lunchtime
  - 2.2.3.5 To have due regard for safeguarding and promotion the welfare of children and young people and to follow the child protection procedures adopted by the school.
- 2.3 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.4 To ensure all tasks are carried out with due regard to Health and Safety
- 2.5 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.6 To adhere to the ethos of the school
  - 2.6.1 To promote the agreed vision and aims of the school
  - 2.6.2 To set an example of personal integrity and professionalism
  - 2.6.3 Attendance at appropriate staff meetings and parents evenings
- 2.7 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

**OBSERVANCE OF THE CITY COUNCIL'S  
EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

**SUPERVISION RECEIVED:**

- 3.1 **Supervising Officer's Job Title:  
Behaviour Support Manager**

PERSON SPECIFICATION

**Job Title:** Lunchtime Supervisor

**Method of Assessment (M.O.A.)**

A.F. = Application Form; I = Interview; T = Test or Exercise;

P = Presentation

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>M.O.A.</b>
<b>EXPERIENCE</b> (Relevant work and other experience)	Experience working with children	AF/I
	Experience working in a team	AF/I
<b>SKILLS AND ABILITIES</b> (Eg Written communication skills, dealing with the public)	Be committed to the ethos and values of the school	AF/I
	Be able to encourage children to achieve these aims through keeping the school's behaviour code	AF/I
	Develop good appropriate relationships with children and staff	AF/I
	Communicate positively and effectively to children and listen to them	AF/I
	The ability to converse at ease with parents/pupils and members of the public and provide advice in accurate spoken English is essential for the post	AF/I
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	Actively contribute to a happy safe and supportive play environment	
Able to work within a team		
<b>TRAINING</b>	Undertake appropriate training	AF/I
<b>EDUCATION/ QUALIFICATIONS</b> <b>NB Full regard must be paid to overseas qualifications</b>	NVQ level 2 or equivalent English GCSE Grade C +	

<b>OTHER</b>	Approachable, sympathetic, enthusiastic, patient, resourceful	AF/I
<b>CONTRA INDICATION</b>		