



## Grove School

# Lunchtime Supervisor vacancies for January 2018

## Candidate Information October 2017

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

11.10.17

**Dear Applicant,**

Thank you for requesting information regarding Lunchtime Supervisor positions at Grove School. Enclosed is a booklet with information about Lunchtime Supervisors at Grove School and the following vacancies from April 2017:

1. Lunchtime supervisor vacancy, 11.30am – 1.30pm Monday to Friday term time only.

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 all our children will achieve their highest potential whilst with us in school, 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 in school 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 in our team 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 of teachers and managers;
- opportunities to engage in high quality professional development to extend your skills;
- support from senior managers in school and the governors of our school.

I look forward to receiving your application. Informal visits to the school have been arranged for Wednesday 1st November 2017 at 4pm and Friday 3rd November 2017 at 9.30am. If you would like to reserve a place on a visit on this day, please email Miss Michelle Murphy at [m.murphy@grove.bham.sch.uk](mailto:m.murphy@grove.bham.sch.uk).

The closing date is: Friday 10<sup>th</sup> November 2017 at 12.00pm  
Interviews will be held on Friday 1<sup>st</sup> December 2017

Grove school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful applicant(s) will need to provide evidence of their identity and Right to Work in the UK. An enhanced DBS check is required for all successful applicant(s).

Yours sincerely,

P Matty  
Head teacher

Enclosed

1. Application Form
2. Job Description
3. Person Specification

## **JOB DESCRIPTION**

**Job Title:** Lunchtime Supervisor

### **1.0 JOB PURPOSE:**

- 1.1** As part of a team assisting the Senior Lunchtime Supervisor/Head teacher 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/Senior Lunchtime Supervisor 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 any body 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 Headteacher/Senior Lunchtime Supervisor
  - 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 Headteacher/Senior Lunchtime Supervisor
  - 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
- 2.2.4** Child Protection
  - 2.2.4.1** 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:**

- 4.1 **Supervising Officer's Job Title:  
Lunchtime Supervisor Manager**

PERSON SPECIFICATION

**Job Title:** Lunchtime Supervisor

**Grade:** GR2

**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
	Actively contribute to a happy safe and supportive play environment	AF/I
	Able to work within a team	AF/I
	The ability to converse at ease with parents, pupils and staff and provide advice in accurate spoken English is essential for the post'	AF/I
<b>TRAINING</b>	Willing to 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>		

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL'S  
EQUAL OPPORTUNITIES POLICY**

**Submitting your application**

To accompany your application form, write a letter which describes your experience and qualifications to date and how this has prepared you for this position. Governors will be looking for evidence of relevant experience and understanding. If you would your application acknowledged, please include a stamped, addressed envelope.

Please send your completed application form to [m.murphy@grove.bham.sch.uk](mailto:m.murphy@grove.bham.sch.uk) by Friday 10<sup>th</sup> November 2017.

If there are questions which are not answered in the information pack and which applicants feel may hamper completion of their application, please contact Miss Emma Mills on [e.mills@grove.bham.sch.uk](mailto:e.mills@grove.bham.sch.uk)

**The schedule of short listing and interviews**

Closing date for applications: Friday 10<sup>th</sup> November at 12pm.

Interviews: Friday 1<sup>st</sup> December 2017.

Information about the pattern of the interview will be included in the letter of invitation.

**Grove School Web Site**

<http://web.grove.bham.sch.uk>