

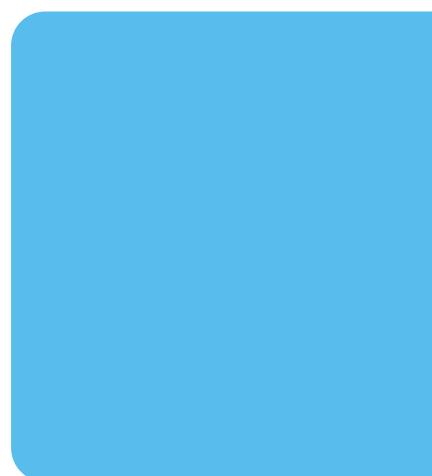
Dorrington Academy



**Lunchtime Supervisor
Recruitment Pack**

Table of Contents

- 03** Welcome from the Headteacher
- 04** About the School
- 05** About the Role
- 06** Job Description
- 09** Person Specification
- 11** How to Apply



Welcome from the Headteacher

Dear Candidate,

Thank you for your interest in this role with Dorrington Academy.

We are looking to appoint a Lunchtime Supervisor who will build on the strong foundations at Dorrington Academy, enabling all children to not only secure a wonderful academic grounding but possess high levels of both social and emotional intelligence in order to flourish and enjoy greater life chances and choices.

Visits to the school are welcome and strongly encouraged. Please contact the School Office to make an appointment.

Applicants should complete the application form **in full**, addressing the requirements of the person specification.

I hope you will find all the attached information helpful and are encouraged to submit an application.

Thank you for showing an interest in Dorrington Academy.

Yours sincerely,

Mr John Harrison
Headteacher



About the School



Dorrington Academy is an Outstanding, three-form entry Single Academy Trust in Birmingham that continues to be a school of choice for the local area of Perry Barr.

We aspire to be a diverse and inclusive community school where every child is empowered to reach their full potential. We aim for our children to leave equipped with the academic knowledge, skills and personal attributes needed to become successful citizens in modern Britain.

Guided by our core values of **contribution, compassion, respect, positivity and perseverance**, we embrace a creative, personalised curriculum that nurtures the spiritual, moral and social wellbeing of our diverse community.

We relentlessly strive for our children to be happy and feel safe in school, extending their learning through a broad and balanced, experience-rich curriculum that creates challenges and fosters growth. Our curriculum is carefully planned and sequenced so that our children are taught the right things at the right time – building on what has come before.

Our motto:

“Together we are stronger”



About the Role



The Governors of this successful three-form entry school wish to appoint an enthusiastic Lunchtime Supervisor at Dorrington Academy, you will play a vital role in ensuring pupils are safe, happy and well supported during the midday break.

Working as part of a team, you will supervise children in the dining hall, playground and around the school site, helping to promote positive behaviour, good manners and inclusive play.

You will provide practical and emotional support where needed, encourage social interaction, and respond appropriately to any incidents, always in line with the school's safeguarding, behaviour and health and safety procedures.

This role is ideal for someone caring, observant and committed to supporting children's wellbeing in a calm and positive school environment.



Job Description

Job title	Lunchtime Supervisor
Salary	GR2
Responsible to:	Headteacher
Contract type:	Full-time, Permanent

Core Purpose

As part of a team assisting the Senior Lunchtime Supervisor/Headteacher 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

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the class teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role as directed by the Headteacher.

Dorrington Academy is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job Description

Duties and Responsibilities

Principle Duties

- Supervision and control of pupils in the dining hall.
- Supervision and control of pupils in the playground and about other school premises
- Associated ancillary duties

Main Duties and Responsibilities

- Supervision and control of pupils in the dining hall including:
- 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
- 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 Headteacher/Senior Lunchtime Supervisor according to severity of incident
- Directing pupils to seats, deciding on seating arrangements, separating problem pupils where necessary
- Encouraging pupils to eat (including those with packed lunches) especially those with special needs or disabilities.
- 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
- Encouraging social skills and good table manners, ensuring safety with knives and forks. Ensuring pupils tidy/clear up in a satisfactory manner
- Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff
- Dealing with any body spillages in the dining hall in accordance with infection control procedures, ensure pupil goes to the medical room if appropriate
- Sharing responsibility with other Lunchtime Supervisors and/or teacher for the maintenance of order and discipline in the dining hall area.
- Supervision and control of pupils in the playground and about other school premises, including:
- Where appropriate, collecting pupils from classrooms if going straight into the playground, ensuring they are adequately dressed for the prevailing weather conditions where necessary
- 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

Job Description

Duties and Responsibilities

Main Duties and Responsibilities

- Direction of pupils to the playground and supervision of their activities and behaviour, ensuring their safety and well-being, providing emotional support where necessary
- Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc. participating in playground activities with children and undertake continuous training.
- Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school
- Reporting any bad behaviour, assaults, carrying of weapons/banned substances by pupils to the Headteacher/Senior Lunchtime Supervisor
- Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather. Occupying pupils in various games and activities
- Ensuring in accordance with instructions given that all pupils return to the care of teachers at the end of the lunch period
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school

Associated Ancillary Duties

- 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
- Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the School's agreed procedures
- Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures
- Assist with cleaning the dining hall at the end of lunchtime

Child Protection

- 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.
- 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.
- To ensure all tasks are carried out with due regard to Health and Safety
- To undertake appropriate professional development including adhering to the principle of performance management.

Ethos of the school

- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parents evenings

Person Specification

Key: E = essential criteria and D = desirable criteria.

	ESSENTIAL / DESIRABLE
QUALIFICATIONS AND TRAINING	
Willingness to participate in relevant training	E
First Aid trained	D
EXPERIENCE	
Experience of working with / supervising children (including parenting)	E
Experience of engaging in children's activities in a formal setting	D
Working with children with special educational needs	D
KNOWLEDGE	
Knowledge of Child Protection procedures	D
Commitment to the safeguarding and promotion of the welfare of children and young people	E
PROFESSIONAL SKILLS	
Able to work well as part of a team	E
Skilled in applying consistent behaviour expectations and using positive reinforcement strategies	E
Ability to work with and relate to children, adults and young people	E

Person Specification

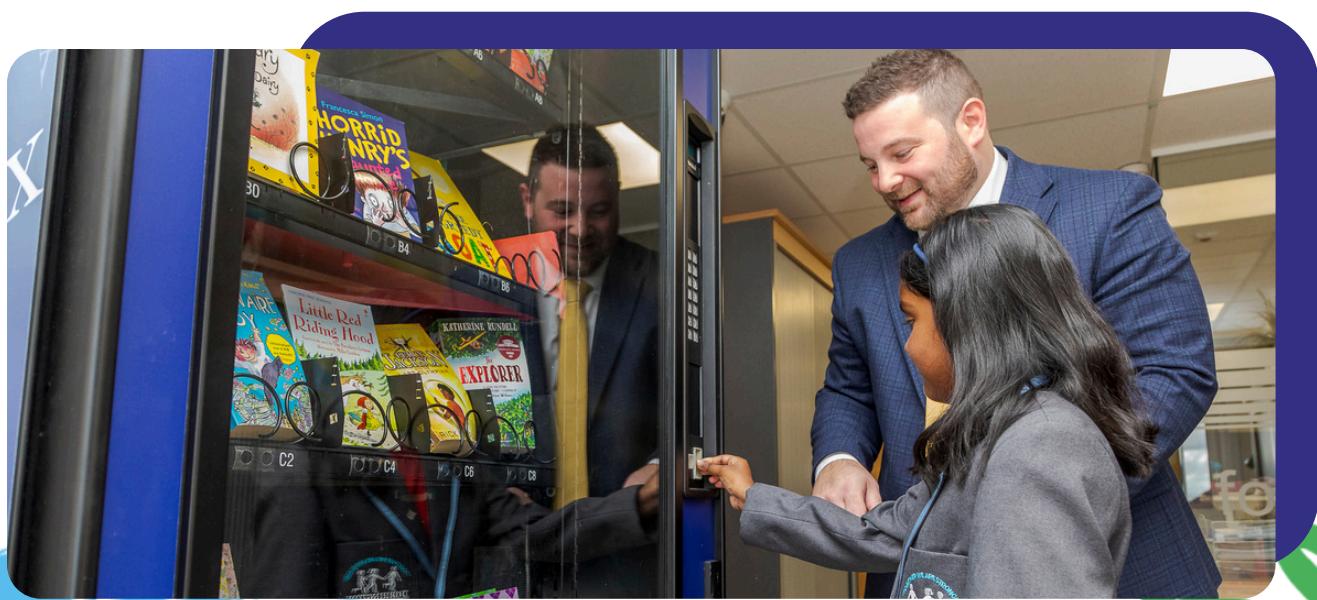
Key: E = essential criteria and D = desirable criteria.

	ESSENTIAL / DESIRABLE
Maintain discretion and act professionally in all interactions	E
Ability to communicate effectively with staff and pupils	E
PERSONAL QUALITIES	
Enthusiasm and determination, with a flexible and patient approach	E
Build positive relationships with children and create a welcoming atmosphere	E
Demonstrate respectful behaviour and encourage the same in pupils	E
Ability to handle situations with composure, especially during busy or challenging moments	E

How to apply...

For further information about the post, or to arrange a visit, which is strongly recommended, please contact the School Office.

To apply please fill out the application form in full, and email to recruitment@dorrington.bham.sch.uk



Dorrington Academy
Dorrington Road
Perry Barr
Birmingham
B42 1QR