



JOB ADVERTISEMENT

Post	Lunchtime Supervisor
Location (Including full postal address)	Townville Academy Poplar Avenue, Townville, Castleford, West Yorkshire, WF10 3QJ
Salary	Actual salary £2,331- Grade 3 (FTE £24,796)
Job Type	Part-time, term-time only
Start date	As soon as possible
Apply by	Friday 18 th September
Work Pattern	4hrs 10 mins per week (50mins/day) 12.00pm-12.50pm
Contract term	Permanent
JOB PURPOSE	To work as part of a team monitoring pupil behaviour during the midday break to ensure a caring and safe environment.
JOB CONTEXT	Required to work indoors and outdoors when supervising the children and young people to ensure their safety. This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children. An ability to fulfil all spoken aspects of the role with confidence through the medium of English

The Role

This is an exciting opportunity to join our warm, friendly and inclusive academy as a lunchtime supervisor. The key duties of the role are to provide a caring, safe nurturing environment for our children, including those with complex SEND, during the midday break, working as part of a team to ensure effective support.

Headteacher: Mrs C. Burden

Poplar Avenue, Townville,
Castleford, WF10 3QJ
Telephone: **01977 554185**
Email: TBC
Twitter: @TownvilleIS

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'Together we learn – United we achieve'



The Person

We are looking for a person with excellent interpersonal communication skills, with an ability to positively engage pupils with young children, children with SEND including those who are non-verbal to promote a calm lunchtime experience. We need someone who has knowledge of working with children and can use a child centred approach. The successful candidate will match our values and care deeply about people and our students.

Training and support will be provided to the successful candidate.

Why Join us?

We are a busy but friendly school in the heart of the local community and are proud to be a part of Accomplish Multi Academy Trust which puts children at the heart of everything it does. Accomplish MAT recognise the importance of a happy, healthy, rewarded and well-motivated workforce and are fully committed to supporting your career and professional growth.

Our Trust Values

We **empower** each other to work hard and accomplish greatness.

We **celebrate uniqueness**.

We **care deeply** about each other.

Our Trust Vision

Our vision is to educate, empower and inspire generations of children through a network of outstanding schools that are recognised at a local, regional and national level as being the absolute benchmark in teaching and learning & for providing the best quality, creative & holistic education for all.

Please email the headteacher at headteacher@townville.wakefield.sch.uk for an application form or request one via the school office in person or via 01977554185

We welcome anyone to get in touch if you have any questions. Please send your completed academy application form by email to: headteacher@townville.wakefield.sch.uk

Accomplish Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

The successful candidate will be subject to an enhanced DBS check.

Applications are sought as soon as possible.

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ACCOUNTABILITIES / MAIN RESPONSIBILITIES

TASKS- OPERATIONAL	• Supervise the Launchpad, outdoor quad, playground area, playing fields, cloakrooms and classrooms etc. as directed during the lunchtime break. • Assist with the removal of food and equipment once pupils have eaten their lunch. • Deal with minor first aid incidents; follow appropriate procedures for recording and reporting. • Assist in the implementation of appropriate behaviour management strategies as required • Observe a child or young person's behaviour, understand its context, and notice any unexpected changes and report any inappropriate behaviour to the correct member of staff. • Resolve minor disputes between pupils • Assist in the supervision of other activities during the midday break, including setting out and storing equipment
COMMUNICATIONS	• Establish rapport and respectful, trusting relationships with children, young people and those caring for them. • Report any concerns about pupil welfare to the appropriate member of staff in a confidential manner. • Communicate effectively with all staff, pupils, families and carers. • Provide support and encouragement to children and young people.
SAFEGUARDING	• To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate. • Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security. • Be aware of own (and others') professional boundaries. • Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with
SYSTEMS AND INFORMATION	• Participate in the school's performance management scheme. • Participate in training and other learning activities and performance development as required. • Attend staff meetings and training days by agreement with the Headteacher.

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DATA PROTECTION	To comply with the academy policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
HEALTH AND SAFETY	- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. - To work with colleagues and others to maintain health, safety and welfare within the working environment.
EQUALITIES	- We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. - Within own area of responsibility work in accordance with the aims of the Equality Policy Statement
CUSTOMER SERVICE	- The academy requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. - The academy requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
FLEXIBILITY	Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Accomplish MAT Policies and Procedures.

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