

Lunchtime Supervisor

Location: Ark Kings Academy

Salary: Ark Support Scale 2, Pay Points 2-3 Outside London, £22,433-£22,737

Actual Salary: £5,360.04-£5,432.68

Hours: 10 per week, Monday-Friday, 11:30am-1:30pm

Contract: Permanent

Working Pattern: Part Time, Term Time Only

Start date: As soon as possible

Closing date: 8:00am on Monday 3rd June 2024

Be part of a truly 'Good' school now striving to be 'Outstanding' with a dedicated staff team.

About the role:

We are looking for a lunchtime supervisor to supervise pupils during lunch breaks, either indoors or outdoors. Where necessary, you will support children with engaging in a positive dining experience, using manners and cutlery, as well as initiating positive play and ensuring that the health and safety and wellbeing of the children is maintained at all times.

To contribute to a workplace culture which has safeguarding and child protection at its heart.

About our school:

We are an all-through school serving the local community with pupils from Nursery - Year 11. Our mission is to create a school in which every child thrives, academically and socially.

Our school values are: 'Wisdom, Resilience, Kindness' – and they permeate everything we do in school with our pupils, our parents, our staff, and the wider community. We recognise our role in addressing inequality by ensuring that all pupils, regardless of circumstance have the opportunity to attain an excellent education.

Over the past 2 years we have made remarkable progress, moving from an Inadequate Ofsted rating to a Good. This achievement reflects the dedication and hard work of our staff with Ofsted commenting that pupils “*understand the high expectations that staff have for them and strive to meet with*”. The strengths of our school include:

- ❖ **Safeguarding:** Effective in all areas.
- ❖ **Behaviour:** Our pupils know the school rules of, 'ready, respectful and safe' and demonstrate these qualities in their behaviour towards each other and their teachers.
- ❖ **An ambitious curriculum:** Our well-sequenced curriculum, spanning early years to Year 11, ensures that all pupils, including those with special educational needs, receive a high-quality education.
- ❖ **Reading strength:** Our effective teaching strategies empower pupils to become fluent readers, setting them up for success in their academic journey.



- ❖ **Personal development:** At Ark Kings Academy, we prioritise personal development, preparing our pupils for their future roles as responsible citizens.
- ❖ **Attendance:** Our pupils and parents recognise the importance of high attendance, and at secondary, we sit above the national average.

Why work for us?

Joining Ark Kings means becoming part of a network of education experts who are all united by the same purpose - a commitment to making a difference where it matters most. You will have the opportunity to come together with your peers locally, nationally and sometimes even internationally, to share resources, learning and good practice.

You'll work with colleagues from different subjects, schools and regions, and have the chance to take on network-wide responsibilities such as leading programmes or training.

- ❖ Our salaries are 2.5% higher than main pay scale.
- ❖ Twice the number of training days as standard.
- ❖ Generous pension scheme – a salary average defined benefit pension scheme, meaning you build up a guaranteed amount in your pension, payable for every year of your retirement.
- ❖ Access to Ark Rewards – a scheme offering savings from over 3,000 major retailers.
- ❖ Interest-free loans – up to £5,000 available for season tickets or to buy a bicycle.
- ❖ Gym discounts – offering up to 40% off your local gym.
- ❖ Access to the Employee Assistance Programme – providing free, confidential counselling, legal advice and a range of different support services.

How to apply:

Please visit www.arkkingsacademy.org/vacancies and submit your application. This should include an explanation of your motivation to apply and examples/evidence of how you meet aspects of the job description.

We advise you to submit your application as soon as possible as we reserve the right to close the vacancy early if a high volume of applications are received. This is to ensure that we can manage application levels whilst maintaining a positive candidate experience. Unfortunately, once a vacancy has closed, we are unable to consider further applications.

For an informal and confidential discussion, please contact Tammy Mead, HR on 0121 459 4451.

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).





Lunchtime Supervisor: Job Description

The Role

As Lunchtime Supervisor, you will supervise pupils during lunch breaks, either indoors or outdoors. Where necessary, you will support children with engaging in a positive dining experience, using manners and cutlery, as well as initiating positive play and ensuring that the health and safety and wellbeing of the children is maintained at all times, in order to create a purposeful, positive and inclusive lunchtime.

Key Responsibilities

Dining Room Support

- Supervise pupil movement to ensure all have access to midday meals provision at the correct time and in the correct place
- Ensure orderly and calm lunchtime eating, including the supervision of queues and pupil behaviour within the dining area and around the academy
- Ensure the pupils take responsibility for the cleanliness of tables and clearing of trays during the lunchtime period, supporting them when required
- As part of a team, manage supervision of pupils in the playground
- Engage the children in fun learning and play activities
- Support with maintaining the cleanliness of the dining room

General Supervision and Play

- Supervise behaviour and lead playground activities, including supervising play inside the classroom in the event of bad weather
- Contribute to the overall ethos, work and aims of the school
- Establish good relationships with all pupils
- Ensure children play safely and kindly
- Ensure excellent pupil behaviour is maintained by maintaining a presence around the academy and by consistent application of the academy's behaviour policy
- Understand and apply school policies in relation to health, safety and welfare of pupils
- Deal with injuries and emergencies and administer basic first aid, keeping records of incidents (once first aid trained)

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager.





Lunchtime Supervisor: Person Specification

Knowledge, Skills and Experience

- Experience in a similar role within a school or the education sector (desirable)
- Able to help implement the necessary routines and patterns to establish good behaviour management within the school
- Able to contribute to overall school behaviour records and provide feedback
- Ability to deal with minor incidents, first aid, and the personal health and hygiene of students
- Strong communication skills with adults and children
- Highly organised and efficient; capable of multi-tasking and working at pace
- Able to use initiative and imagination to devise games and play for children
- Must be able to meet the physical demands of the role

Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

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