

# Burlish Park Primary School



Application Pack  
Lunchtime Supervisor  
Grade 1  
1.66 hours per week





# Burlish Park Primary School

*Proud of Achievement  
Focused on Improvement*

**Mrs Kerry Postans** BA (Hons) NPQH  
*Headteacher*

Dear Applicant,



This post is an opportunity for an enthusiastic and committed individual to join our lunchtime team. This post is a fixed term contract attached to additional nursery numbers. We are open to flexible working.



Grade 1 – 1.66 hours per week term time only

Working days and hours – Wednesdays and Fridays – 12:00 – 12:50



Burlish Park Primary School is proud to be part of The Rivers CofE Academy Trust. We are a dynamic trust of 16 primaries, first and nursery schools and a thriving teaching alliance with a strong educational reputation. As a member of our 800+ staff community, you will have access to a collaborative network of colleagues who work together to drive high standards and benefit from a contributing pension scheme, access to continued professional development and opportunities for internal talent management.



Our vision is to teach children to love, learn, live as a global citizen in an ever-changing world, encapsulated in our vision: 'love, learn, live'.



The closing date for applications is Wednesday 13<sup>th</sup> March 2024 at 9am. Applications should be made on a Rivers Trust application form, which is available on our website. Your supporting statement, should detail how you meet the person specification.



We would be delighted to hear from you if you share our vision and want to make a real difference to our pupils, school and Trust. If you have any further queries, or would like to visit our school, please call our school office on 01299 823771.



I look forward to hearing from you.

Yours sincerely



Mrs Kerry Postans  
Headteacher



# Burlish Park Primary School

## Job Description



### Job Description

**Job title:** Lunchtime Supervisor

**Salary Range:** Grade 1

**Contract:** Term time only

**Line of Responsibility:** Responsible to Headteacher/Deputy Headteacher/SENCo

**Direct staff reports:** N/A

**Our People Values:**

- **Love, Learn, Live** - Our aim is that our staff will **love learning for life**. Our family of schools **love, learn and live** together.
- **Our STARS values** - Empowering staff to make a difference to children's outcomes: Sharing; Trust; Achievement; Respect and Safety

### Key Purpose

To support the classroom teacher with their responsibility for the development and education process by providing care and supervision skills to children, including those who have special physical, emotional and educational needs, by utilising a good standard of practical knowledge and skills.

### Accountabilities:

The appointee will work under the direction of the Deputy Headteacher.  
The Deputy Headteacher will hold the post holder to account.

### Main Activities:

#### Hall Duties

- To ensure the health and safety of the children at all times.
- Supporting the named pupil while they eat their lunch and making sure tables are clean.
- To positively encourage good behaviour, healthy eating and good table manners.
- Ensure food and water spillages are dealt with promptly.
- To help to set up and clear away the lunchtime area before and after the lunchtime period when required.

#### Outdoor Duties

- To ensure the health and safety of the children at all times.
- To use initiative in monitoring events occurring on the school premises and grounds
- To encourage play activities by modelling and taking part if necessary
- Organise and lead suitable play activities for children.

#### Classroom Duties

- To work under the direction of the class teacher.

#### General Duties

- Report accidents and complete accident form if necessary.
- Ensure the behaviour policy is implemented and seek advice on how to deal with individuals as needed from Senior Management.
- Support the work of the staff and other supervisory assistants.

- To escort the children to and from the dining area and ensure their safety at all times.
- Supervise children at all times, indoors and outdoors.
- Record inappropriate pupil behaviour and convey serious incidents to the Head Teacher.
- Maintain checks throughout the lunch break to ensure pupils are safe.
- Attend to and report any minor first aid accidents or injuries or pupils who become ill.
- To adhere to the need for confidentiality at all times.
- To be responsible for promoting the safeguarding and welfare of all pupils.
- Intimate care, if required.
- Perform any reasonable duties as requested by the Head Teacher.

### **Generic Responsibilities**

### **Additional Responsibilities**

- To undertake any further training as required.
- To be aware of and observe all policies, procedures, working practices and regulations. In particular:
  - Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to cooperate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees
  - To understand, comply with and promote the Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all
  - It is the responsibility of all staff to comply with the Trust's Equal Opportunities Policy. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct. The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users
  - To maintain the confidentiality about pupils, clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times
  - To report to line manager, or other appropriate person, in the event of awareness of bad practice
  - Employees must adhere to the Code of Conduct and comply with all reasonable management requests. This job description is intended to provide a broad outline of the accountabilities and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

The Trust reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

### **Principal Contacts**

Pupils, parents, visitors, teachers, other school support staff.

Burlish Park Primary School is committed to the promotion of equal opportunities and diversity. It is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The completion of an Enhanced DBS will be required for anyone working with children in our school.

## Burlish Park Primary School Person Specification



Criteria	Essential	Desirable	Evidence
<b>Qualifications and experience</b>	<p>Working with or caring for children of relevant age</p> <p>A willingness to work closely with staff in order to develop and support the named child's needs.</p> <p>Good standards of spoken and written English.</p>	<p>First Aid trained or a willingness to attend training.</p>	<p>Application form</p> <p>Interview</p>
<b>Skills and knowledge</b>	<p>Ability to work independently.</p> <p>Ability to use own initiative.</p> <p>The ability to support pupils and parents through fluent and accurately spoken English.</p>	<p>An awareness of health and safety in the workplace</p> <p>Participate in development training opportunities</p> <p>Be aware of cultural and social differences</p>	<p>Application form</p> <p>Interview</p>
<b>Personal Skills</b>	<p>Ability to relate well to children and adults</p> <p>Ability to work constructively as part of a team</p> <p>Ability to maintain a safe, calm and happy approach</p> <p>Ability to use own initiative</p>		<p>Interview</p>

## About Our School



Here at Burlish Park Primary we pride ourselves in our warm, caring and safe environment. As a school community we are passionate about meeting the needs of all children, making the most of their individual talents and nurturing a love of lifelong learning. Our vision is encapsulated in the words Love Learn Live.

We challenge everyone to be the best that they can be – Pupils, Staff, Parents and School Improvement Board. High self-esteem is encouraged, high expectations, standards and values are promoted.

We want all of our children to achieve the highest possible standards and make maximum progress in relation to their prior learning.

We want our children to be equipped for the future with skills such as; independence, resilience, motivation and respect.

### **The Rivers Multi Academy Trust**

When you join Burlish Park Primary School you become part of The Rivers CofE Academy Trust family, a group of 16 schools and over 800 staff working in partnership to provide the best learning experience for over 5200 children.

As a member of the trust, you will have access to a wider network of friendly colleagues, working in similar positions, who are available to offer support, share ideas and provide guidance.

There are plenty of opportunities for you to thrive and grow your skills, through training and collaborative working.

## Burlish Park Primary School

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Stourport on Severn  
Worcestershire  
DY13 8LA

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[www.burlishpark.co.uk](http://www.burlishpark.co.uk)

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