



THE DIOCESE
OF GLOUCESTER
ACADEMIES TRUST
unlocking potential



Lunch Time Supervisor

Recruitment Pack

St James' C of E Primary School





Dear Applicant,

To submit your application please email the completed form to admin@st-jamespri.dgat.org.uk.

Yours faithfully.

C Smith
Head of School

The Diocese of Gloucester Academies Trust seek to appoint a Lunch Time Supervisor To work as part of a team to supervise pupils during the lunch period, in the dining hall and playground areas of the school, ensuring their safety and welfare. This role involves supporting the children's play to promote their social, emotional and physical development, as well as basic cleaning and general duties in and around the dining areas.

Main Duties Indoors

- To ensure that pupils having school lunch are in the dining hall at the correct time
- To help younger pupils with the proper use of cutlery and help them cut up their food when necessary
- To maintain a positive atmosphere in the dining area assisting children with the appropriate use of cutlery and with the return of used plates, trays, cutlery and beakers, and with the clearing of tables as required
- Supervise pupils eating food brought from home, and ensure that all packed- lunch equipment is cleared away after use
- Report to Senior Midday Supervisor any child whose diet may give rise for concern

Main Duties Outdoors

- To supervise children in designated areas of the school during the lunchtime break and to ensure their safety and welfare through appropriate adherence to the school's policies and procedures.
- Support and enable the provision of a playground environment that is inclusive of all children.
- To build positive relationships with children with sensitivity to children's individual requirements, encouraging them to adopt positive behaviours in and around the school. To use appropriate interventions or referrals to senior staff when necessary.
- Support the team in offering a range of appropriate creative, stimulating and fun play opportunities, which will include the setting up and packing up of any necessary equipment.
- Respond to and deal with any First Aid as necessary, and complete any documentation required by the school in relation to incidents occurring during the lunchtime break period. To participate in review meetings, as required.



- Encourage children to make their own choices about their play, supporting them in taking appropriate risks and using appropriate interventions when required.
- Report to the Senior Midday Supervisor any acts that constitute serious infringements of school rules;

General Duties

- To report any matters involving safeguarding immediately to the designated Safeguarding Officer
- To work as a co-operative member of the lunchtime supervisor team, attending relevant meetings and liaising where necessary with other school staff
- To attend relevant training to improve own skills and knowledge
- Adhere to school policies and procedures

Other

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

It is the practice of the Diocese of Gloucester Academies Trust to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the Trust in consultation with the post-holder before any changes are implemented.



Person Specification

Essential Desirable

Personal Values

Committed to actively promoting the Christian ethos and values of the academy	X
Committed to the Academy vision	X

Personal Qualities

Friendly and approachable	X
Well-motivated with the ability to use his/her own initiative	X
Excellent organisational skills and attention to detail	X
Flexible and co-operative team worker	X
Reliable and punctual	X
	X
	X
Professional and honest	X

Additional Requirements

A DBS will be required prior to appointment	X
Good health and attendance record	X
Excellent and unequivocal references	X



Background Information

The Diocese of Gloucester Academies Trust (DGAT) is a Multi-Academy Trust established by the Diocesan Board of Education (DBE) in 2012 to serve schools from across the County. There are current fourteen primary and one infant school within the Trust. Fourteen of the fifteen academies have religious designation as Church of England schools.

The Trust is currently working with a number of schools who are exploring academy conversion. It is therefore anticipated that the Trust will grow in number during 2018 / 2019.

The vision and ethos of the Trust

The vision of the Diocese of Gloucester Academies Trust (DGAT) is to provide children of all faiths and none with excellent educational provision which transforms lives within a caring and supportive Christian ethos.

In achieving this vision, DGAT works with academies which realise the benefits of a collaborative approach to sustaining and developing excellent educational provision. The Trust has therefore adopted a collegiate approach to developing communities of learning, designing flexible models of working which fully utilise the expertise which exists within its schools and in its centrally employed staff. It is an expectation of the Trust that all DGAT academies will play an active role in sharing best practice and learning from one-another, as well as being outward facing and engaging with the wider local and national educational agenda. The ultimate aim of the Trust is to build sufficient capacity within its academies to be self-supporting in order to be fully responsible and accountable for transforming pupil outcomes.

In order to support the Trust's academies, DGAT provides the following support:

- School Improvement
- Christian Character
- HR and Legal
- Finance and Business
- Premises and Insurance
- Compliance and GDPR