

Recruitment Pack

Lunchtime Supervisor

Closing Date — 12 noon

07 October 2022



Lunchtime Supervisor

Job Ref : (LTSA09)

To Start ASAP

Previous applicants need not apply

Salary: Scale 2 (£2,736 actual salary)

Monday to Friday – 1 hour 20 mins per day

Actual working hours TBC, Term Time only

We are looking to recruit an enthusiastic and hardworking person as a Lunchtime Supervisor. We pride ourselves in providing a safe, happy and caring environment, where all pupils are nurtured and valued within a distinctive and inclusive ethos.

The successful candidate will:

- be able to provide a friendly and professional service to our children
- Provide practical support for pupils in the dining hall and the playground
- help to develop social skills through play and promoting children's physical and emotional wellbeing
- be dedicated and patient
- be able to work effectively with pupils and within a team of other staff members
- have a flexible manner which is honest and friendly and the ability to communicate at all levels

We can offer you:

- a warm, welcoming, inclusive school with a friendly, enthusiastic and dedicated team of teachers and support staff
- opportunities to develop professionally and grow in your role
- a genuine opportunity to make a difference

Closing date: 12 noon Friday 07 October 2022

Interviews: W/c 17 October 2022

To find out more about the Academy please visit our website:

www.diamondwoodacademy.co.uk

Application forms available from the website or Diamond Wood Community Academy, North Road, Ravensthorpe, Dewsbury, West Yorkshire WF13 3AD or email your name, address (quoting post ref:DWCA09) to office@diamondwoodacademy.co.uk.

The completed forms should be returned to: the Head Teacher, Sally Titherington, at Diamond Wood Community Academy, North Road, Ravensthorpe, Dewsbury, West Yorkshire, WF13 3AD.

Enhance Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Online checks will be made on shortlisted candidates. Appointments made are subject to an Enhanced check by the Disclosure and Barring Service.



Job Description

Job Title: Lunchtime Supervisor

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PURPOSE OF JOB

Working as part of a team to be responsible, through the Activity Support Officer, for the supervision of students/pupils on the school site throughout the midday break (the interval between the close of morning school and the re-commencement of school in the afternoon).

To assist in securing the health, safety, welfare and good conduct of pupils. To support activities and good behaviour in accordance with the practices and procedures of the school.

KEY AREAS

1. Supervision of Pupils on School Premises
2. Promoting Positive Behaviour
3. Promoting Personal and Social Skills
4. Appropriate Communication
5. General

DUTIES AND RESPONSIBILITIES

1. Supervision of Pupils on School Premises

- 1.1 To supervise areas, both indoors and outdoors, where students/pupils congregate during lunchtime, maintaining Health & Safety practices.
- 1.2 Taking account of relevant practices and procedures, to supervise and monitor activity areas, corridors, toilets, classrooms etc as required.
- 1.3 To supervise students/pupils eating their meal on school premises, in specified areas set aside for dining purposes, which includes issues such as dealing with spillages.
- 1.4 To supervise queues waiting to enter specified dining areas.
- 1.5 To undertake the personal care of students/pupils including toileting, dressing, sickness, as appropriate.
- 1.6 Where required, to assist in the bringing food to, and feeding children unable to feed themselves.

2. Promoting Positive Behaviour

- 2.1 To encourage positive behaviour through implementation of school's behaviour policies and practice and dealing with incidents as directed.
- 2.2 To encourage students/pupils understanding and knowledge of the impact of their actions within the remit of Health and Safety.
- 2.3 Assist within the parameters of school positive behaviour practices and procedures, assist as appropriate to promote the maintenance of Health and Safety.
- 2.4 To provide information to the Activity Support Officer for the recording of incidents or occurrences.

3. Promoting Personal and Social Skills

- 3.1 To encourage students/pupils to maintain hygiene standards (e.g. washing hands after toileting).
- 3.2 To encourage students/pupils to leave all areas in a tidy condition.



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- 3.3 To encourage good relations between students/pupils and adults through informal discussion and play situations.
- 3.4As appropriate, to organise the distribution and collection of lunchtime equipment and supervise activities where necessary.
- 3.5To be actively involved and encourage lunchtime games.
- 3.6To encourage and develop social skills, such as mutual respect and trust.
- 3.7To be aware of cultural and social factors which may have an effect on the supervision of the student/pupils.

4. Appropriate Communication

- 4.1 To report accidents or other occurrences, such as child protection issues, immediately to the Activity Support Officer.
- 4.2 As necessary, pass on verbal or written information to the Activity Support Officer or appropriate staff.
- 4.3 Liaise with the kitchen staff as appropriate for issues related to lunchtime supervision.

5. General

- Be of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Carry out your duties with due regard to current and future School/Trust policies, procedures and relevant legislation

The above list is not exclusive or exhaustive, and the school may require the job holder to undertake duties commensurate with the level of the role.

As part of your wider duties and responsibilities, you are required to promote and actively support the School's/Trust's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Enhance Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share to this commitment. Appointments made are subject to an Enhanced Check by the disclosure and Barring Service.

RESPONSIBLE TO: Senior Lunchtime Supervisor

RESPONSIBLE FOR: None

Oct 2018



Job Specification

JOB TITLE: Lunchtime Supervisor

SCP: 2-3

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	RELEVANT EXPERIENCE	1.1	Experience of working with young children/young people.	Application Form/ Selection Process	A
		1.2	Experience of encouraging the development of relationships between children/young people.	Selection Process	
2.	EDUCATION AND TRAINING ATTAINMENTS	2.1	First Aid Qualification	Application Form/ Selection Process/ Certificate	B
3.	GENERAL AND SPECIAL KNOWLEDGE	3.1	Basic Health and Safety Awareness.	Selection Process	A
		3.2	Knowledge of and commitment to the Trust's Equality and Diversity Policy and how this relates to the duties of the job	Selection Process	B
4.	SKILLS AND ABILITIES	4.1	The ability to relate to children/young people from diverse ethnic/social backgrounds.	Application Form/ Selection Process	A
		4.2	Verbal communication skills in order to liaise with children/young people and other staff members	Application Form/ Selection Process	A
		4.3	The ability to react in a positive manner to difficult situations which may arise amongst children/young people.	Selection Process	A
		4.4	Ability to keep problems in perspective and be patient.	Selection Process	A
		4.5	Able to read and understand simple verbal and written instructions.	Application Form/ Selection Process	A



	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
		4.6	Ability to work with children/young people exhibiting behaviour difficulties	Selection Process	A
5.	ANY ADDITIONAL FACTORS	5.1	Physical ability to undertake the duties of the job.	Selection Process	A
		5.2	Commitment to ongoing personal training and development	Selection Process	A
			Enhance Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share to this commitment. Appointments made are subject to an Enhanced Check by the Disclosure and Barring Service	Application Form/ Selection Process	

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the “Rank” column refer to the importance we will give your answers when we read your applications. You must have all the A’s on day one to be able to do the job, you need to have all the B’s to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the “Selection Process”, this may involve written exercises, group discussions, presentations , interview etc.



Diamond Wood Community Academy

Diamond Wood Community Academy is in the heart of Ravensthorpe, West Yorkshire. As a very large infant school with the majority of pupils having English as an additional language, language development is at the heart of all that we do. We are an inclusive school which celebrates diversity. Here we believe in encouraging our children to be the very best that they can be. Diamond Wood truly is 'A Place to Grow, a Place to Shine!'.

Our school provides a friendly, caring environment, where work and play go hand-in-hand. We aim for everyone to feel this as soon as they step through our school doors. We offer a strong sense of community and have close ties with parents and carers. We ensure that our children are educated within a caring, happy, warm and welcoming environment, with a broad and balanced curriculum.

With our dedicated staff, we strive to achieve the very best for every child. We are strong believers that 'Teamwork makes our Diamond Wood dream work'.

Our bespoke curriculum, allows pupils to develop a firm foundation of knowledge, vocabulary, skills and experience, whilst further developing their lively enquiring minds, leaving them equipped for the next phase of their learning journey and the world in which they live.

An Employee Assistance Programme is available to all staff, which offers you access to information, advice and support, on issues such as legal, medical, counselling etc. We have a comfortable and friendly staff room, which currently offers free tea and coffee at break times. Staff wellbeing is extremely important at Diamond Wood, and on the recent staff survey, staff feel supported and listened to.

Support Staff meetings take place half termly, updating you on changes in school life and giving you the opportunity to share your ideas, improve working practices and overcome any obstacles you may encounter.



Enhance Academy Trust

Enhance Academy Trust is a Church of England Multi-Academy Trust, comprising of ten primary schools located across Wakefield and Kirklees and a post-16 performing arts free school. The Trust was established in 2012, as a sponsor of Church of England and Community Schools that needed support. Eight of its ten primary academies have been sponsored or transferred into the Trust. The Trust works very closely with its academies and encourages them to help each other, whilst at the same time allowing them a reasonable amount of autonomy. It has kept to this model whilst expanding and wants to continue to follow similar principles in the future. Our vision is to deliver improved educational outcomes and learning skills, to enable our young people to live well in the world around them. We also aim to allow our academy leaders and staff to develop the individual character of our academies, so they can best serve their local communities.

For further information, visit www.enhanceacad.org.uk



Enhance Academy Trust

Encourage - Help - Achieve - Nurture



Privacy Statement — Job Applicant

PRIVACY NOTICE FOR JOB APPLICANTS

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at our school.

Diamond Wood Community Academy are the 'data controller' for the purposes of data protection law.

Please see below for details of our Data Protection Officer.

Successful candidates should refer to our privacy notice for the school workforce. for information about how their personal data is collected, stored and used.

Please contact the school should you wish to receive a copy of our employee privacy notice.

HOW WE USE EMPLOYEE INFORMATION

We collect and use data relating to those applying to work at our school. under the principle of the General Data Protection Regulations (GDPR) which states that data is used for "specified, explicit and legitimate purposes". Personal data that we may collect, use, store and share (when appropriate) about you, includes, but is not restricted to:

- Contact details
- Application form
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

WHY WE COLLECT AND USE THIS INFORMATION

The purpose of processing this data is to aid the recruitment process by:

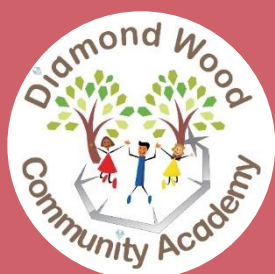
- Enabling us to establish relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them

THE LAWFUL BASIS ON WHICH WE PROCESS THIS INFORMATION

We lawfully process this information to:

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements



Privacy Statement — Job Applicant cont.

THE LAWFUL BASIS ON WHICH WE PROCESS THIS INFORMATION

We lawfully process this information to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

COLLECTING THIS INFORMATION

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

STORING THIS INFORMATION

We keep personal information about you during the application process. We may also keep it beyond this if this is necessary. Our data retention policy sets out how long we keep information. (Our data retention policy is available on request from the academy).

We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

USE OF YOUR PERSONAL DATA IN AUTOMATED DECISION MAKING AND PROFILING

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

WHO WE SHARE THIS INFORMATION WITH

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as shortlists of candidates for a Head Teacher position
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support
- Professional advisers and consultants
- Employment and recruitment agencies



Privacy Statement — Job Applicant cont.

REQUESTING ACCESS TO YOUR PERSONAL DATA

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, please submit a request in writing, either by letter or email to the Data Protection Officer (contact details below).

Including:

- Name of individual
- Correspondence address
- Contact number and email address
- Details of the information requested

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

FURTHER INFORMATION

If you would like to discuss anything in this privacy notice, please contact:

Mr N Stott DPO – dpo@wntai.co.uk

