***Post Title: Lunchtime Supervisor***

***Responsible to: Headteacher***

***Salary – Career graded 1 – SCP1-3 £20,258-£20,812***

***Working Pattern –Part Time 8.75 – Term Time only***

**Lunchtime Supervisor**

This is an exciting opportunity to join the trust at the beginning of a journey of transition to develop and grow the multi-academy trust.

The successful candidate will:

* Ability to work effectively within a team environment, understanding classroom roles and responsibilities.
* Ability to build effective working relationships with all pupils and colleagues.
* Ability to promote a positive ethos and role model positive attributes
* Good personal numeracy and literacy skills.
* Awareness and basic understanding of school curriculum **(within specified age range or subject area).**
* Basic awareness of inclusion, especially within the school setting.
* Experience of working with t&/caring for children**. (within specified age range)**

To work towards demonstrating

* High expectations of all pupils; respect for their social cultural, linguistic, religious and ethnic backgrounds; and commitments to raising their education achievements.
* Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners.
* Demonstrate and promote the positive value, attitudes and behaviour you expect from the pupils with whom you work.
* Ability to liaise sensitively and effectively with parents and carers, recognising role in pupils’ learning.
* Ability to improve your own practice through observations, evaluation and discussion with colleagues.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to enhanced DBS checks and satisfactory references, including your suitability to work with students. Applications will only be considered from individual applicants on our standard application form, and not via CV alone or agencies.

To apply please submit your completed application form to Kate Connolly, via email kconnolly@stoc.cat

Closing Date: 26th March 2023 - 12:00pm

**JOB DESCRIPTION**

**Post: *Lunchtime Supervisor***

**PayScale:**

**Responsible to: *Headteacher***

**Core Purpose:**

**Main Duties**

**Lunchtime Supervisor**

**General Responsibilities (If required)**

* Attend and participate in staff meetings, training, and briefings as appropriate.
* Be aware of, and comply with all Trust policies and procedures, in particular those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
* Contribute to the overall ethos, work, and aims of the Trust
* Committed, passionate, dynamic, and supportive.
* Innovative and high performing.
* Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.
* Ability to relate well to children and adults.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

**Location:  St Patrick’s Primary School, Foxholes Road, Rochdale, OL12 0ET**

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC’s Safeguarding and Recruitment Policies for further details.  All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check.

 It is the practice of this Trust to periodically to examine employees’ job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust’s aim to reach agreement on any alterations.

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Essential / desirable** | **Evidence** |
| **Qualifications** | Willingness to participate in relevant training and development opportunities. | E | A/I |
|  | **If appropriate to the school** Willingness to undertake specific training in : Playground behaviour, facilitating play, Active preparation of playground learning materials.  |  |  |
| **Knowledge &****Experience:** | Ability to work effectively within a team environment, understanding classroom roles and responsibilities.  | E | A/I |
|  | Ability to build effective working relationships with all pupils and colleagues.  | E | A/I |
|  | Ability to promote a positive ethos and role model positive attributes. | E | A/I |
|  | Ability to communicate effectively particularly when dealing with professional staff. | E | A/I |
|  | Ability to simple records of incidents/accidents. | E | A/I |
|  | Ability to engage with pupils in playground/dining room. | E | A/I |
|  | Ability to provide support for the medical care of pupils. | E | A/I |
| **Technical Skills & Ability** | Awareness of basic understanding of the school curriculum **(within specified age range or subject area)** | E | A/I |
|  | Experience of working with &/or caring for children. ***(within specified age range)*** | E | A/I |
|  | Experience of working with &/or caring for children within an education setting. | D | AI |
|  | High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their education achievements | E | A/I |
|  | Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners | E | A/I |
|  | Demonstrate and promote the positive value, attitudes and behaviour you expect from the pupils with whom you work | E | A/I |
| **Special Working Conditions** | Providing hygiene care to pupils | E | A/I |
|  | Lifting and carrying equipment as required | E | A/I |
|  | Must be prepared to work in any area of the school during the period of work. | E | A/I |
| **Personal characteristics** |  |  |  |

**Key**

**E** Essential **R** References

**I** Interview **C** Certificate

**D** Desirable

**A** Application