



**St Ralph  
Sherwin**  
Catholic Multi Academy Trust



# St Philip Howard

## Catholic Voluntary Academy

*Part of the St Ralph Sherwin Catholic Multi Academy Trust*



## **Lunchtime Supervisor**

**Start Date: September 2024**

**Salary: Band 1 SCP 2 Fixed**

**Line-manager: School Business  
Manager**



# Headteacher's Welcome

Through our community partnership between home, school and parish, we aim to work as a team to ensure our children achieve their potential. We believe that a happy child is a fulfilled child and therefore our strong pastoral system is of key importance to us. Our Catholic faith underpins everything that we do and ensures that our pupils are well rounded, confident young people with increasingly high aspirations. We are on an exciting journey at SPH and we firmly believe that by working together all our pupils will have a bright future ahead.

St Philip Howard Catholic Voluntary Academy is an exciting place for our students to grow and develop, building an enriching love of learning and a spiritual outlook that they will carry with them through life. We are an oversubscribed smaller than average Catholic Secondary school located in Glossop, Derbyshire with 579 pupils.

The successful applicant for this position will be joining a school where we care about our students, and we care about our staff. Staff workload is regularly considered when decisions are made and the happiness and care of all who work with us are crucial. The school has undergone significant change in recent years and the school has worked extremely hard to achieve strong results and a 'Good' judgement in the recent OFSTED.

This is an important appointment for our school and the person appointed will be part of a team that are driving school improvement even further forward. If you are excited by this vacancy, I would welcome the opportunity to discuss the post with you, if you feel you want to be a part of our #TeamSPH journey.



Mr M Kays  
Headteacher

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## About this post



## The Post

We are looking for a keen and enthusiastic Lunchtime Supervisor to help support during break time at Saint Philip Howard Catholic Voluntary Academy. This is an exciting opportunity to join #TEAMSPH as we continue on our journey.

## The Role

A Lunchtime Supervisor will be part of a team that is responsible for supervising pupils and the school's premises during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

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## **#TeamSPH: Together on the Journey**

**Together**, we will make the SPH journey: safely, respectfully and with kindness as part of a **united Catholic family**.

**God** will be at the heart of our journey, supporting us to realise the potential of our **God given talents**.

**Our Gospel Values** will guide us on our journey, helping us to make **brave choices** along the way.

**Respect for all** will be at the spirit of our journey and we will **embrace the uniqueness** of everyone we greet.

**Inspiration and passion for learning** will lead us all to have a **memorable and successful journey**.



# Person Specification

	Essential Criteria	Desirable Criteria
Education & Qualifications		
Competence Summary (knowledge, abilities, skills, experience)	<ul style="list-style-type: none"><li>• Ability to respond quickly and effectively to issues that arise.</li><li>• Ability to use own initiative and take action accordingly.</li><li>• Effective communication with adults and children.</li><li>• Ability to follow instructions from senior team members.</li><li>• Ability to have a firm but fair approach towards handling behaviour issues in line with the school's policies.</li><li>• Ability to build effective working relationships with colleagues.</li></ul>	



	Essential Criteria	Desirable Criteria
Work related personal requirements	<ul style="list-style-type: none"> <li>• Enjoyment of working with children.</li> <li>• Commitment to supporting and understanding pupil needs.</li> <li>• Uphold and promote the Catholic ethos and values of the school.</li> <li>• Commitment to maintaining confidentiality at all time.</li> <li>• Commitment to safeguarding, equality, diversity and inclusion.</li> </ul>	<ul style="list-style-type: none"> <li>• Working with children or young people.</li> <li>• Working and collaborating with a team.</li> </ul>
Other requirements	<ul style="list-style-type: none"> <li>• Ability to form and maintain appropriate relationships with colleagues, students and parents.</li> <li>• Ability to work both autonomously and as a member of a team.</li> <li>• Empathetic and approachable manner.</li> <li>• Highly motivated and pro-active.</li> <li>• Flexible.</li> <li>• Sense of humour.</li> <li>• This post is subject to an enhanced DBS disclosure.</li> <li>• Must be committed to safeguarding the welfare of children.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to contribute to the widerlife of the school.</li> </ul>



# Job Description

## Main purpose

A midday supervisor will be part of a team that is responsible for supervising pupils and the school's premises during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

## Duties and responsibilities

### Supervision

- Supervise pupils in in the lunch area, playground and classrooms (for wet play)
- Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher
- Monitor pupils that aren't engaging in play and feedback any concerns to class teacher

### Organisation

- Set up and put away the tables, chairs and other equipment needed for eating in the lunch area
- Manage pupils' entrance and exit from the lunch area in an orderly manner
- Clean up food and water spillages

### Health and safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Record details of incidents in line with the school's reporting procedures
- Be aware of and support pupils with medical/dietary needs
- Promote the school's policy around healthy eating to pupils
- Feedback concerns relating to pupils' health and safety to a senior member of staff

### Behaviour

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
  - Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
  - Make sure children tidy up after themselves in the lunch area.
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour
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### **Safeguarding**

- Make sure pupils remain on the school premises during the midday break
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals

The Midday Supervisor will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager.

Any other duties which may arise during the course of work and as authorised by the Headteacher or membership of the Senior Leadership Team. Such duties will be commensurate with the general level of this post and will be subject to the skills and abilities of the post holder.





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