

RATTON SCHOOL

Part of the
**SOUTH DOWNS
LEARNING TRUST**



CANDIDATE INFORMATION PACK

PRINCIPAL LUNCHTIME SUPERVISOR

Paid on claims only basis at £13.15 per each 45-minute session + an element of holiday pay. 10.55am-11.25pm and/or 1.15pm-1.45pm Monday to Friday

Closing date: Midday on Monday 16 December

Interviews: Thursday 19 December

Welcome letter

Dear Applicant,

Thank you for your interest in Ratton School and for considering us as your next career move.

As a member school of the South Downs Learning Trust, we are committed to providing a safe and enriching learning environment for all our learners. We pride ourselves on ensuring that all members of staff play a key role in safeguarding and promoting the welfare of children and young people.

Everything we do is centred on developing our young people to become confident, creative and caring students who achieve excellence in everything they do. Be it academically or socially, our aim is to enable our students to grow and flourish and achieve all their potential. This means educating the whole child and giving them the skills to take the next steps on their journey when they leave us to attend further education or training, and then into the right career.

We are now looking for an enthusiastic and dedicated Principal Lunchtime Supervisor to lead our team in ensuring the welfare and safety of all learners during lunchtimes. This vital role involves creating a calm and supportive atmosphere, encouraging positive behaviour and upholding the school's commitment to safeguarding and inclusivity.

As Principal Lunchtime Supervisor, you will take responsibility for supervising students across dining areas, playgrounds, and other school premises. This includes organising lunch queues, ensuring good manners and social skills, and supporting students in feeling valued and safe. You will also play an active role in managing behaviour, addressing incidents in line with school policies, and maintaining a welcoming environment for all.

In this role, your approachable and cheerful personality will make a real difference to the school community. You'll work closely with other staff to uphold high standards of student welfare, undertake ancillary duties to maintain cleanliness and order, and contribute to the school's safeguarding responsibilities by ensuring that every interaction prioritises student well-being.

We are looking for someone reliable, flexible, and committed to working with children. Strong organisational skills and the ability to remain calm under pressure are essential, and while experience in a school or similar setting is desirable, it is your dedication to supporting young people that will set you apart.

We offer an incentive package which includes:

- A comprehensive induction programme for new staff to our academies.
- Support and mentoring by a strong Senior Leadership Team and other experienced leaders.
- Full use of an employee assistance programme supporting wellbeing.
- Free breakfast of bagel/cereal/porridge/tea/orange juice.
- Staffroom with complimentary tea and coffee.
- On-site parking.
- Exclusive discounted membership at Eastbourne Sports Park.

We look forward to receiving your application and learning how you can contribute to the success of our school community.

Gavin Peevers
Headteacher

How to apply

To apply for this position, please access the application form via [Vacancies | Ratton School](#) or for those using the TES or Gov.UK platforms to apply, you may also use the forms available there.

Please note that we do not accept CVs, and your application will not be considered unless submitted using one of the forms detailed above.

Once completed, send the form to Lorraine Barrow, Trust Executive Assistant, at lbarrow@ratton.co.uk before the specified closing time.

As part of our safer recruitment process, the successful candidate will be subject to the following **pre-appointment checks**:

- **Right to Work:** All applicants must have the Right to Work in the UK to be eligible for the role.
- **Safer Recruitment:** As part of our safer recruitment process, references will be requested prior to the interview stage, and an enhanced Disclosure and Barring Service (DBS) check will be required.
- **Due Diligence:** Online searches will be conducted as part of our due diligence checks. We will conduct an online search for shortlisted applicants to look for publicly available information that may impact suitability for the role.

Early application is encouraged as we reserve the right to consider applications on receipt and to appoint before the deadline.

| Terms of employment | |
|------------------------------|--|
| Pay | Claims only basis at £13.15 per each 45-minute session + element of holiday pay |
| Hours | 10.55am-11.25pm and/or 1.15pm-1.45pm Monday to Friday |
| Contract | Claims only basis / Term time only |
| Deadline and interview dates | |
| Closing Date: | Midday on Monday 16 December |
| Interviews: | Thursday 19 December |

Ongoing Safeguarding Training

All staff at schools in the South Downs Learning Trust are required to undergo regular safeguarding training. This ensures that everyone is aware of the latest guidelines, understands statutory requirements, and knows how to respond to any safeguarding concerns.

Upon successful appointment, you will receive an induction into our safeguarding procedures, and you will be required to complete training on safeguarding and child protection. Continuous professional development will be offered in this area to maintain up-to-date knowledge of safeguarding best practices.

Our Vision and Ethos

At Ratton, the vision of **achieving excellence** is underpinned by six virtues:

Compassion – Showing kindness and caring for other people and the environment.

Respect – Acting with respect to others both in and out of school. Valuing diversity and avoiding discriminatory language.

Creativity – Being curious about the world, solving problems and asking thoughtful questions.

Teamwork - Achieving together by working as part of a team. Understanding that we all have to do our fair share and get along with different people.

Effort - Putting effort into all aspects of school life. Demonstrating resilience when faced with a challenge.

Responsibility - Taking responsibility by being in the right place, at the right time, doing the right thing.

Based on this vision and these virtues we tirelessly strive to ensure that:

- Students are happy and confident.
- Students develop their potential.
- We provide for students' wellbeing.
- Teaching is outstanding.
- There is a powerful community spirit and bullying is prevented.
- Communication between school and home is excellent.
- Discipline and values are strong.

Job description

Job Title: Principal Lunchtime Supervisor

School: Ratton School

Responsible to: SAHT Operations & Systems / Executive Business Manager

Main Purpose

The Principal Lunchtime Supervisor will be responsible for ensuring, individually or as part of a team, the welfare and safety of all learners within the school grounds or buildings during lunchtimes. In addition to their core responsibilities, they will be expected to uphold the safeguarding and welfare of students at all times, in line with school policies and statutory requirements.

Main Tasks

- Supervision and control of students in the dining areas
- Supervision and control of students in the playground, and other areas of the school premises
- Associated ancillary / cleaning duties

Supervision and control of students in the dining areas, including:

- Organising dinner queues and entrance of students into dining areas; ensuring good behaviour and calm atmosphere
- Dealing with any inappropriate behaviour that may occur by intervention or calling for assistance, reporting incidents to the Combined Leadership Team
- Directing young people to seats and separating problem students where necessary.
- Being aware of students on special, cultural, or restricted diets for medical reasons, from information provided by the school
- Encouraging social skills and good table manners, ensuring safety with knives and forks.
- Ensuring young people tidy/clear up in a satisfactory manner
- Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to young people /staff as required
- Sharing responsibility with other staff for cleaning the dining hall floor/areas and putting away the dining tables
- Sharing responsibility with other staff for the maintenance of order and discipline around the school during lunchtimes.

Supervision and control of students in the playground and other areas of the school premises, including:

- Direction of students to the playground and supervision of their activities and behaviour, ensuring their safety and well-being, providing emotional support where necessary

- Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc. occasionally participating in games
- Discouraging any dangerous activities or games and dealing with any unacceptable or challenging behaviour by following the School Policies and Procedures
- Modelling positive behaviour by speaking calmly to students at all times
- Supervision and control of the school site during lunch break to ensure students do not leave the designated areas
- Reporting any bad behaviour, physical or verbal assaults, carrying of weapons/banned substances by students to the Combined Leadership team
- Supervision and control of young people inside school premises when they are not allowed outside in inclement weather

Associated Ancillary Duties:

- Checking toilet areas regularly to ensure students are not loitering or playing in toilet areas. Reporting any damage or blockages to the appropriate staff
- Ensuring that any students who suffer accident or injury are dealt with appropriately in accordance with the School's agreed procedures
- Being aware of cultural differences between students, dealing with any incidents of racism or sexism in accordance with agreed procedures
- To carry out the above duties in accordance with the school's Equal Opportunities Policy.

Safeguarding:

- To **promote and safeguard the welfare of children** in your care, ensuring that all safeguarding policies are followed and that any concerns are reported to the Designated Safeguarding Lead (DSL).
- To comply with the school's safeguarding procedures and any relevant guidance from **Keeping Children Safe in Education (KCSIE)**.
- To ensure all interactions with students adhere to the school's safeguarding and behaviour policies, particularly in areas of pastoral support, supervision, or direct student contact.
- To attend safeguarding training and stay up to date with any changes in statutory safeguarding responsibilities.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person specification

ESSENTIAL

Personal Attributes:

- Calm, cheerful, and approachable personality.
- Enjoys working with students and demonstrates a commitment to their well-being and development.
- Reliable, with excellent timekeeping and the ability to maintain confidentiality when handling sensitive information.
- Flexible and adaptable approach to work.

Skills and Abilities:

- Good organisational skills, with the ability to manage tasks effectively.
- Strong interpersonal skills and the ability to work constructively as part of a team.
- Willingness and ability to learn and take on board training offered.
- Ability to follow safeguarding procedures and contribute to the implementation of the school's safeguarding policy.

Knowledge:

- Understanding of safeguarding duties, with familiarity or willingness to engage with Keeping Children Safe in Education (KCSIE) guidelines and statutory safeguarding requirements.
- Basic knowledge of school operations and procedures.

Qualifications and Experience:

- First Aid trained or willingness to acquire a First Aid qualification.
- Commitment to undertaking further training and developmental opportunities to enhance professional knowledge and skills.

Commitment:

- A strong commitment to the values and vision of the South Downs Learning Trust.
- Dedication to promoting equal opportunities and safeguarding the welfare of children.

DESIRABLE

Experience:

- Previous experience of working in a school environment or with children.

- Experience supervising students or managing groups in an educational or similar setting.
- Knowledge of restorative approaches to managing behaviour.
- Experience in safeguarding and child protection or environments with safeguarding responsibilities.

Knowledge:

- Familiarity with relevant policies, codes of practice, and legislation pertinent to school operations.
- Understanding of child protection and safeguarding procedures.

Qualifications:

- First Aid qualification.
- Safeguarding qualification or previous training in child protection.