Wribbenhall School



21 Crundalls Lane

Bewdley

DY12 1JL

01299 405383

[www.wribbenhallschool.co.uk](http://www.wribbenhallschool.co.uk)

**A Specialist Independent School**

Job Description

**Post Title: Lunchtime Supervisor**

**Grade**

Lunchtime Supervisory Assistant rate (£10.00 per hour)

**Working Year**

5 hours per week, term time only. This time may be increased in the future as the school expands.

The salary is paid at the end of the month for the time worked. Therefore, there is no salary during August.

### Main Purpose of the Post

To be responsible, under the direction of the School Headteacher/Proprietor and the senior Teaching Assistant, for securing the safety, welfare and good conduct of pupils during the mid-day break period (One hour, 12:00 to 13:00), in accordance with the practices and procedures of the school.

This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English as stated in the person specification. It also requires a new, enhanced DBS application. Children attending Wribbenhall School are likely to have Social and Emotional Mental Health issues (for which further information can be gained by calling Mr Ellis Wells on 01299 405383).

### Duties

Duties will include:

* Supervision of the pupils in the learning room, play areas and school premises, as required and directed by the School Headteacher/Proprietor and the senior Teaching Assistant, including associated ancillary duties such as attending to minor injuries, ensuring that tables and floors are clean, play areas are kept safe etc.
* Ensuring the maintenance of good order and discipline.
* Encouraging good social skills and taking a positive lead in organising games and activities e.g. circle games, skipping rhymes, use of play equipment.
* To carry out any other reasonable duty in connection with the supervision of children during the school lunch period as required by the School Headteacher/Proprietor and the senior Teaching Assistant.
* To work amiably, as part of a team under the direction of the School Headteacher/Proprietor and the senior Teaching Assistant.

### Holidays

Holidays must be taken during school holidays (see the calendar on the school website). Leave of absence is not authorised during term time unless there are exceptional circumstances when authority must be obtained from the Headteacher/Proprietor, giving as much notice as is possible.

**Person Specification**

**Essential**

This post brings the post-holder into considerable contact with vulnerable children.

It is essential that the post-holder:

* Has experience of working with children.
* Is calm in manner and speech.
* Is willing to spend time listening to a child before drawing conclusions.
* Is sympathetic to the individual needs of children in the school.
* Shows an awareness of how to deal with children of different ages and emotional ranges.
* Supports the school discipline system.
* Has awareness at all times of child protection issues, informing the School Headteacher/Proprietor and the senior Teaching Assistant as the named Designated Safeguarding leads of any concerns that they might have.
* Has a First Aid qualification or a willingness to undertake such training.
* Has an awareness of Special Educational needs or a willingness to undertake training.
* Has a Team Teach qualification or a willingness to undertake such training.

**Fluency Duty**

The Lunchtime Supervisor will be a proficient user of English as outlined in the Common European Framework of Reference, and will demonstrate that they:

* Can understand with ease virtually everything heard or read.
* Can summarise information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation.
* Can express themselves spontaneously, very fluently and precisely, differentiating finer shades of meaning even in the most complex situations.

**Beneficial**

Candidates may also express their understanding of SEMH and the Thrive approach.

**Selection process**

Closing date for applications is Friday 5th June 2020 with interviews being held on Wednesday 10th June 2020.

Applicants should include a hand-written covering letter and a daytime telephone number with their application.

If you have not had a response to your application within two weeks of the closing date; unfortunately, you will not have been successful on this occasion.

The school takes its safeguarding responsibilities very seriously and the appointment will be subject to Safer Recruitment practices, an enhanced DBS clearance check and medical declaration for the successful applicant. We are committed to equality and diversity and welcome applications from any sector of the community.