



KING EDWARD VI
CAMP HILL
SCHOOL FOR GIRLS

Educational excellence for our City

Lunchtime Supervisor

Dear Applicant,

Thank you for requesting information about the post of Lunchtime Supervisor.

Camp Hill School for Girls is an outstanding school where pupils experience a high quality range of curricular and extra-curricular opportunities. They develop a love of learning and respect for one another and the leadership skills needed for successful careers.

Academic results at King Edward VI Camp Hill Schools are excellent. Students tell us that they find this a happy and caring place to be and they develop strong relationships with staff.

The school offers an opportunity to work with talented staff and congenial colleagues. You would be joining a team of staff who are essential in supporting the teaching staff and students.

We look forward to hearing from you.

A handwritten signature in black ink, appearing to read 'K Stevens', written in a cursive style.

Karen Stevens

Headteacher

WORKING HOURS:

The working hours are 12.25pm – 1.45pm daily, term time only.

ACCOMMODATION AND RESOURCES:

The School is set in attractive parkland in Kings Heath, Birmingham. We have extensive facilities, and a new Sixth Form block.

STUDENTS:

We are most fortunate in the skills, talents and qualities which our students possess. There are currently approximately 1100 students at Camp Hill Girls. We have high expectations of their behaviour.

MAKING AN APPLICATION:

Applicants should complete the application form and return to head@kechg.org.uk

INTERVIEW ARRANGEMENTS:

It is our regular practice to ask for references before interview.

We look forward to receiving your application.

JOB DESCRIPTION:

As part of a team, you will assist in assuring the safety and behaviour of pupils during lunchbreaks. This will involve effective supervision of pupils in and around the premises.

Duties and Responsibilities

Supervision of pupils in the dining areas including:

- Organising the entrance of pupils and queues in the dining-areas, ensuring good behaviour and a calm atmosphere;
- Encouraging pupils to eat (including those with packed lunches), especially those with special needs or disabilities;
- Being aware of pupils on special or restricted diets for medical reasons from information provided by the Schools;
- Encouraging social skills and good table manners, ensuring pupils clear up in a satisfactory manner;
- Cleaning up spillages when food is spilt where hazardous to pupils or staff;
- Sharing responsibility with other Lunchtime Supervisors and/or teacher for the maintenance of appropriate behaviour in the dining area.
- Assist with cleaning the dining areas at the end of lunchtimes

Supervision of pupils in the other areas, including:

- Direction of pupils to appropriate areas, and supervision of their activities and behavior. Ensuring pupil safety and wellbeing, providing emotional support where necessary;
- Dealing with unacceptable or challenging behaviour under the direction of the School's Behaviour Policy;
- Supervision of pupils inside school premises, ensuring behaviour is in line with the expectations of the schools;
- Ensuring that all pupils clear the locker and communal areas in a timely fashion at the end of the lunch period
- Reporting bullying, being aware of changes in friendships, encouraging socialising among pupils;
- Check on any strangers who may enter the premises in accordance with school guidelines. Report any unregistered visitors to the School office;
- Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the schools' agreed procedures;
- Being aware of differences between pupils, dealing with any incidents of prejudice in accordance with agreed procedures.
- To have due regard for safeguarding and promotion the welfare of children and young people and to follow the child protection procedures adopted by the schools.
- To ensure all tasks are carried out with due regard to Health and Safety. To set an example of personal integrity and professionalism.
- Attendance as appropriate at staff meetings / training

This job description may be amended at any time, following consultation between the Headteacher and member of staff and will be reviewed annually.

King Edward VI Camp Hill Girls School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo an enhanced Disclosure and Barring Service check.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

EXPERIENCE (Relevant work and other experience)	Experience working in a team
SKILLS AND ABILITIES	<p>Be committed to the ethos and values of the Schools</p> <p>Be able to encourage children to achieve these aims through keeping the School's behaviour code</p> <p>Develop good appropriate relationships with children and staff</p> <p>Communicate positively and effectively to children and listen to them</p> <p>Actively contribute to a happy safe and supportive environment</p> <p>Able to work within a team and individually</p> <p>Able to use judgement and common sense</p>
TRAINING	Willing to undertake appropriate training including attending first aid course
OTHER	Approachable, sympathetic, enthusiastic, patient, resourceful