



# Keston Primary School

Keston Avenue, Coulsdon, CR5 1HP Tel: 01737 555103



PACE Academy Trust

## Lunchtime Supervisor

**Grade Range:** Grade 1 – Scale Point 2- 3

**Salary:** FTE £27,345. Pro rata £3663

**Contract:** Permanent, Part Time, Term Time only

**Start Date:** As soon as possible

**Hours:** Monday – Friday term time only – 5.42 hours a week



### Welcome from the Headteacher

Thank you for your interest in joining Keston Primary School as part of our lunchtime team. This is an exciting opportunity to be part of a great school with a dedicated and forward-thinking team.

We are seeking to appoint a highly motivated and passionate individual, to motivate and supervise the pupils during lunchtime.

Keston Primary is a two-form entry primary school located on the border of Croydon and Surrey. We are fortunate to have superb grounds with good facilities, both inside and outside. These include a swimming pool, outdoor classroom, running track, computing suite, two libraries, a dedicated music room and a pond and quad with a growing area.

Our school also prides itself on developing outdoor learning and global learning opportunities. These are core threads running through all aspects of our curriculum. As well as the main school, we have a Nursery, with its own outside learning area.



As part of PACE Academy Trust, we work alongside three other schools with the mission to provide education and care of high quality in happy, inspiring environments, in which all children and adults are valued and encouraged to succeed. We work collaboratively as a Trust on many key areas, with the flexibility and independence to innovate as a school.

We have a keen and enthusiastic staff who embrace risk taking and new initiatives. The quality of teaching is high and staff are dedicated to raising standards in teaching and learning.

We do hope you will feel encouraged to join our dedicated and supportive team.

We welcome further discussions and encourage you to view our school website with videos of our school council and other information [www.kestonprimary.org.uk](http://www.kestonprimary.org.uk). Please contact the school office at: [office@keston.croydon.sch.uk](mailto:office@keston.croydon.sch.uk) or telephone 01737 555103 to make an appointment or to arrange a call.

I look forward to hearing from you.

Helen Green

## The Vacancy

The Governing Body of Keston Primary School and Nursery are looking to recruit a new Lunchtime Supervisor to join our current team, to support, motivate and supervise the pupils during lunchtime.

The ideal candidate would be a person who:

- Has high expectations for learning and behaviour
- Is able to challenge and motivate pupils, promoting and reinforcing self-esteem
- Can demonstrate the ability to work as part of a team
- Can follow school policy to ensure meal time arrangements are adhered to

We can offer:

- A well-resourced school in a lovely environment
- A dedicated, hardworking and welcoming staff
- A commitment to professional development
- Happy, well behaved and motivated children
- A supportive community of parents, colleagues and governors



## Application Details

Thank you for your interest in the lunchtime supervisor position at Keston Primary School. Further details of this post and our school are included in this pack and details of how to apply, can be found below.

### **SCHOOL VISITS**

If you would like to arrange a school visit, please contact the school office to make an appointment, on 01737 555103. Alternatively, please email [office@keston.croydon.sch.uk](mailto:office@keston.croydon.sch.uk) with your contact details and we will contact you to arrange an appointment.

### **HOW TO APPLY**

Should you wish to apply for the post, please complete the attached application form and submit via the Eteach website by the 23<sup>rd</sup> May 2025.

### **INTERVIEWS**

Interview date – Thursday 5<sup>th</sup> June 2025.

### **SAFEGUARDING**

Keston Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expect all staff and volunteers to share this commitment. Please be advised that this post is subject to an enhanced DBS check.

In line with guidance from Keeping Children Safe in Education 2023, we will also perform a reasonable online search of candidates asked for interview.



### **EQUALITY AND DIVERSITY**

In PACE Academy Trust we celebrate our diversity and promote equality. People from diverse backgrounds are encouraged to apply. Our full commitment to equality is set out on our website <https://www.paceacademytrust.com>

## JOB DESCRIPTION – LUNCHTIME SUPERVISOR

<b>JOB TITLE</b>	Lunchtime Supervisor
<b>RESPONSIBLE TO:</b>	Headship Team
<b>GRADE</b>	Grade 1 – Scale points 2- 3
<b>HOURS</b>	<ul style="list-style-type: none"> <li>➤ Monday – Friday term time only</li> <li>➤ 5.42 hours per week</li> </ul>
<b>ALL STAFF RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>➤ To live our Trust values, demonstrating ambition, collaboration, compassion, excellence and inclusivity in your everyday work life.</li> <li>➤ To value professional development and welcome any training opportunities to develop personal skills and knowledge.</li> <li>➤ To agree to follow the school and Trust’s policies and procedures including having regard to Child protection and the Safeguarding of children.</li> </ul>
<b>MAIN PURPOSE OF THE ROLE</b>	<p>Ensure there is a secure and welcoming facility to support, motivate and supervise pupils in eating their meal and play activities. Responsible for the health, safety, conduct and well being of all pupils, and in particular those in the class allocated under the duty rota.</p> <p>Also ensure the smooth running of the meal arrangements by anticipating and dealing with problems and promoting constructive play ideas with pupils.</p>
<b>KEY INTERNAL CONTACTS</b>	<ul style="list-style-type: none"> <li>➤ Head of School</li> <li>➤ Assistant Headteachers</li> <li>➤ Teaching staff</li> </ul>
<b>SUPPORT FOR PUPILS</b>	<p><b><u>At mealtime:</u></b></p> <ul style="list-style-type: none"> <li>➤ Ensure that the meal arrangements comply with all school policies and provide a safe environment for pupils, including those with special needs.</li> <li>➤ Support pupils in meal arrangements.</li> <li>➤ Teach games to the pupils.</li> <li>➤ Ensure that the pupils dry their hands.</li> <li>➤ Ensure that the pupils move through school quietly and behave in an orderly way in the dining hall.</li> <li>➤ Ensure that pupils who have special dietary needs or whose parents have requested a packed lunch, receive the correct meal.</li> <li>➤ Pour water for the pupils.</li> <li>➤ Ensure that pupils eat their meal in a socially acceptable way – talking quietly to pupil’s either side of them.</li> <li>➤ Encourage pupils to be independent in clearing away after a meal.</li> <li>➤ Teach the pupils to keep the floor clean.</li> <li>➤ Promote a learning environment within the ethos of the school.</li> <li>➤ Establish constructive relationships with pupils and interact with them according to individual needs. Promote the inclusion and acceptance of all pupils.</li> </ul> <p><b><u>In Playtime:</u></b></p> <ul style="list-style-type: none"> <li>➤ Ensure pupils are dressed appropriately for the weather (checking coats are fastened).</li> <li>➤ Operate a “band” system to go to the lavatory, so that too many pupils are not using the toilets at any one time. Make sure that toilets are used sensibly. Only hand out bands to the allocated class.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Ensure that pupils are not in the building when they should be outside.</li> <li>➤ Teach games and implement good behaviour in the playground (follow the appropriate policy).</li> <li>➤ Be aware of any pupils with special needs who may need extra awareness in the playground or at lunch.</li> <li>➤ Ensure that everyone (adults and pupils) is treated with respect and that equality of opportunity is given to all (see Equal Opportunity Policy).</li> </ul> <p><b><u>Wet Playtimes:</u></b> (As well as above)</p> <ul style="list-style-type: none"> <li>➤ Supervise a class while they play classroom games, draw or finish school work.</li> <li>➤ Read a story or play games.</li> <li>➤ Ensure equipment is returned to its correct place in an orderly way and in good condition before the start of the afternoon teaching session.</li> </ul>
<p><b>COMMUNICATION WITH OTHERS</b></p>	<ul style="list-style-type: none"> <li>➤ Note dates of School Meal Supervisor meeting and attend meetings.</li> <li>➤ To recognise and report on child protection issues according to school policy.</li> <li>➤ Tick the attendance register each day.</li> <li>➤ Be aware of school events by looking at the whiteboard in Medical room and Staff room, timetable on notice board in Staff room and reading your copy of the newsletter.</li> <li>➤ Ensure that the “Class Behaviour Book” is used to record incidents.</li> <li>➤ Ensure that stickers are used to record incidents involving pupils in other classes and that these are passed to the appropriate person.</li> <li>➤ Communicate any general concerns to the class teacher at the end of the lunchtime.</li> <li>➤ Tick class tick on behaviour chart each day if class have earned it.</li> </ul>
<p><b>SUPPORT FOR THE SCHOOL</b></p>	<ul style="list-style-type: none"> <li>➤ Prepare, maintain and use resources required to meet requirements and assist pupils in their use.</li> <li>➤ Ensure the pupils are always supervised, arrive punctually to their classroom, and the area is tidied up each day. Ensure the playground equipment is used and stored properly. Be punctual and reliable.</li> <li>➤ Provide detailed and regular feedback to teachers on pupils’ achievement, progress, problems etc.</li> <li>➤ Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.</li> <li>➤ Appreciate and support the role of other professionals. Attend and participate in relevant meetings as required. Participate in training and other learning activities and performance development as required.</li> <li>➤ Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>➤ Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.</li> <li>➤ To demonstrate an understanding of and a commitment to the Council's Equal Opportunities policies and to the standards of customer care.</li> <li>➤ Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.</li> <li>➤ Duties and responsibilities of the post may change over time as requirements and circumstances change.</li> <li>➤ The person in the post may also be required to carry out such other duties consistent with the grade from time to time.</li> </ul>

<b>CONFIDENTIALITY:</b>	Staff are expected to treat all information acquired through their employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the council's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.
<b>EQUALITIES:</b>	The Academy has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.
<b>HEALTH AND SAFETY:</b>	Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
<b>SAFEGUARDING:</b>	PACE Academy Trust is committed to safeguarding and promoting the welfare and safety of children and young people, and expects all staff to share in this commitment. We follow safe recruitment practices and all successful applicants will be subject to an enhanced DBS check.

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### PERSON SPECIFICATION – LUNCHTIME SUPERVISOR

<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• First aid training (or willingness to complete it)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working with children or young people</li> <li>• Working and collaborating within a team</li> </ul>
<b>Skills and knowledge</b>	<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 to handling behavior issues in line with the school's policies</li> <li>• Ability to build effective working relationships with colleagues</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to supporting and understanding pupil needs</li> <li>• Uphold and promote the ethos and values of the school</li> <li>• Maintain confidentiality at all times</li> <li>• Commitment to safeguarding, equality, diversity and inclusion</li> </ul>