

Lunchtime Supervisor

This is an internal advert and open to employees of South Bank UA only.

Package:	South Bank Academies SUP6-9 (£20,938-£23,385 full time) pro rata to 0.365 FTE £7,642-£8536 per annum actual salary
Working pattern:	15 hours per week (3 hours per day over lunchtimes, Monday to Friday)
Accountable to:	Head of Student Services
Location:	South Bank University Academy, Trafalgar Street, Walworth, London SE17 2TP
Contract term:	Permanent
Job start:	ASAP
Deadline:	9.00 am, Monday 27 th September 2021
Shortlisting:	Monday 27 th September 2021
Interviews:	TBC

Job Description

The Role
Supervise students in the dining hall, playground and other school premises, ensuring the safety and wellbeing of students in all year groups.
Duties
<p>This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.</p> <ul style="list-style-type: none"> ▪ Organising the dinner queue and entrance of students in dining hall, ensuring good behaviour and calm atmosphere. ▪ Dealing with any inappropriate behaviour that may occur by intervention or calling for assistance, reporting incidents to senior staff or nominated member of staff according to severity of incident. ▪ Ensure that the overall arrangement for children to dine promotes an orderly dinner service. ▪ Encourage social skills and good manners, ensuring safety with cutlery and other dining objects. ▪ Ensure students leave the tables clean for the next occupant, placing their rubbish into waste units. ▪ Supervision of students including: <ul style="list-style-type: none"> – Directing students to the playground in an orderly fashion after they have eaten; – Ensuring safety and well-being, providing emotional support where necessary; – Observing students, taking note of any incidents, being aware of changes in friendships, encouraging socialising, positive play. – Discouraging any dangerous activities; – Dealing with any unacceptable or challenging behaviour under the direction of the student conduct policy; – Reporting any negative behaviour, fighting, etc to the senior staff/nominated member of staff. – Ensuring that any learners who suffer accident or injury are dealt with appropriately and first aiders are called to the scene.

See overleaf....

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

How to apply

Please submit a letter of application including a supporting statement outlining your suitability for the post (no longer than two sides of A4) and send this to fariha.choudury@southbankua.org.uk by the deadline date detailed above. If you are an agency member of staff, you should also complete an application form which can be found [here](#). Any queries regarding the role should also be directed to Fariha.

Complaints

If you have any complaints about the application process for this role, please contact Jacqui Collins, Trust HR Manager Jacqui.collins@sbatrust.co.uk