

Information Pack

Lunchtime Supervisors

Responsible to:	Senior Leadership Team
Start date:	ASAP
Salary:	£12.70 per hour
Hours:	1 hour per day, five days per week, 13:00 - 14:00 (Term time only)
Closing date:	Monday 13 th November, 12:00 noon

The Trust reserves the right to interview and appoint a suitable candidate before the closing date.

We are seeking to appoint an enthusiastic, motivated and committed individual with excellent communication skills to join our team working in a friendly, lively environment to ensure the security, safety and good conduct of our students at lunchtimes and where appropriate, during examinations*. The successful candidates will be responsible for supervising students in an area of the school during the lunch break and will need to have a confident and positive approach when working with our young people.

****There may be exam invigilation opportunities available for the right candidate during examination periods.***

About The Charter School Bermondsey

The Charter School Bermondsey is an Ofsted "Good" (2022), four-form entry, mixed, 11-16 free school that opened in September 2013. Founded by a varied and experienced group of Trustees, the school will grow to offer an exceptional education to 600 young people in the heart of Bermondsey by Autumn 2023 when we move into a new state-of-the-art building on its current site. The new building, just a short walk from Bermondsey Tube Station, boasts fantastic spaces for staff and students, including great facilities for music and the arts.

The school joined The Charter Schools Educational Trust on 1st July 2023 to become The Charter School Bermondsey. This exciting new partnership will bring fantastic opportunities, including access to first rate professional development opportunities.

Will you join us in reaching our aspirations?

If you share our values and are excited by the prospect of making a real difference to our pupils with special educational needs, we want to hear from you.

Contact us

For further information about the school and our SEND provision, please go to:

www.charterbermondsey.org.uk and <https://charterbermondsey.org.uk/about-us/send-information/>

If you have any questions, contact us at recruitment@charterbermondsey.org.uk or 0203 542 6506.

How to apply

Our preferred method of application is via the TES website, however, you can also download an application form from our website.

NOTE: The Charters Schools Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. References

will be sought, vetting undertaken and the successful applicant will need to undertake an enhanced Disclosure & Barring Service (DBS) check.

Job Description

Role summary

- Safeguard all students and ensure that school systems are followed.
- Carry out duties effectively, dealing with problems and maintaining the health and safety of all students.
- Maintain a safe hazard free environment, taking prompt and effective action to deal with any such spillages / hazards in accordance with school procedures.
- Support the Catering staff in clearing and cleaning the dining area after lunchtime service.
- Be vigilant at all times, raising concerns about any students with the teachers or Leadership team
- Undertake additional duties as required.
- To take on the duties and extra hours of an invigilator during mock exam and exams periods (hours to be confirmed).
- To work under the direction and instruction of senior staff to provide the care of the children during the school lunch break.
- Supervision of children before, during and after the meal, including the supervising of children to clear leftover food.
- Supervision of children eating outside the dining area - to oversee that any debris left is cleared.
- Seeking help, where necessary, in case of injury or illness and providing basic first aid for minor injuries, in line with the School's procedures.
- Patrolling the playground and "out of bounds" areas regularly.

Communication and Partnership

- Communicate our values, aims, policies and plans to staff, students and parents.
- Create, maintain and enhance effective working relationships with staff.
- Maintain an effective system of record keeping, reporting and communication.
- Help to ensure that good communications are maintained throughout the school.
- Look for and use opportunities to support the development of the whole child through spiritual, moral, social and cultural activities.
- Develop and encourage good relations between the school and the local and wider community.
- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, behaviour, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- 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.
- Assist with student needs as appropriate during the school day.

All members of the Charter School staff are expected to:

- Support the Principal and Trustees in delivering the educational vision of the Charter Schools Educational Trust
- Work towards and support the school's vision and objectives outlined in the school development plan

- Communicate Charter Schools Educational Trust values, aims, policies and plans to staff, students and parents
- Actively foster the ethos and values of the school
- Build an expectation of high achievement for all
- Help to create the best environment to promote and secure the achievement of students and staff
- Have a sense of Corporate Responsibility for the outcomes of pupils at Charter School Bermondsey
- Comply with and support at all times the school's policies and procedures on safeguarding
- Maintain high professional standards of attendance, punctuality, appearance and conduct
- Uphold and enhance the school's reputation by ensuring positive, courteous relations with students, parents, colleagues and other stakeholders
- Be willing to go above and beyond expected levels of commitment to ensure the success of the school
- Be proactive in ensuring appropriate allocation of resources, and evaluate against outcomes
- Undertake other reasonable duties related to the role as required from time to time
- Develop and encourage good relations between the school and the local and wider community
- Work closely with other schools, locally, nationally and internationally
- Represent the school at marketing and other external events
- Engage actively in professional development for yourself and colleagues

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the school, following appropriate consultation.

Person Specification

Qualifications & Training
Essential
<ul style="list-style-type: none"> • Good interpersonal skills. • Right to work in the UK.
Knowledge & Skills
Essential
<ul style="list-style-type: none"> • Ability to work constructively as part of a team. • Ability to relate well to children and to adults. • Good organising and prioritising skills.
Behavioural Attributes
Essential
<ul style="list-style-type: none"> • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the students, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.

NOTE: This post is subject to an enhanced DBS check.