

## Our School Context

Riverbank Academy is a World Class and Outstanding Special School. Our vision is for all students to make exceptional progress and lead happy and fulfilled lives.



We have a dedicated staff team that care about the personal and academic development of our students. We currently work with 188 students and in September 2022 this will increase to 200 students.

We have the most incredible facilities which has a huge impact on the quality of learning. This includes a Hydrotherapy Pool, Soft Play, Fitness Suite, Sensory Garden, Horticulture Area, Physiotherapy Room, Speech and Language Intervention Room, Forest School, Open Library Area, Food Technology Room, Computer Suite, Science Room, Art Room, Performing Arts Room, Trim Trail with Swings, a student led Café and a popup shop! We also have a Wave Centre and Navigator Suite to support the layered and complex needs of 18 students.

We are a Broad-Spectrum School with needs ranging from profound and multiple, severe and moderate learning difficulties (PMLD, SLD and MLD). This opens many professional development opportunities for our staff, allowing them to apply a range of new skills in a fully inclusive setting.



We are looking for a caring, motivated and creative individual that can provide outstanding lunchtime supervision for our students.



### What do we offer?

- A friendly, happy and dedicated team
- A senior leadership team open-door policy for all staff
- Amazing facilities
- School iPad or Chromebook
- Staff access to our fitness suite, before and after school
- Exciting CPD opportunities
- Access to an innovative curriculum which has been adopted as best practice in other Special School settings.
- Family Friday's where we encourage all staff to go home as soon as students have left site – with no late working!
- Half day finish at the end of each term
- If staff have 100% attendance in an academic year they have can take one additional paid day off the following year!
- Additional payment for staff that attend residential trips on a Saturday and/or Sunday
- Cycle to Work Scheme
- Six Togetherness Sessions a year, where we come together as a school community to take part in activities such as school picnic/disco/sports day and simply enjoy being together!
- Free fruit, tea and coffee in the staffroom and a water cooler.
- Eleven "Wellbeing Wednesday" sessions where we encourage staff to take part in a wellbeing activity after school, this includes access to an external fitness instructor who comes into school and is free for staff to access.



**Lunchtime Supervisor Grade 1  
(Part Time)**

**HOURS:**                   **10 hours per week – Term time only  
Monday to Friday 12.00 a.m. to 2.00 p.m.**

**SALARY:**               **£4,029 PA (actual salary)**

**Responsible To:**   **Senior Leader Supporting Lunchtime Duties and Activities**

**JOB PURPOSE:** To undertake the preparation of the dining hall for lunch, supervision of children during lunch and the clearing away of lunch.

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

- To undertake supervision of pupils during the lunchtime session in the dining room.
- Helping children with their food, supervising distribution, and clearing away.
- To supervise toilet areas of the school as cover for the first aider/supervisor.
- To Supervise and be responsible for children during their lunchtime in the playground or in classrooms if wet.
- To ensure that activity or leisure areas are used in an appropriate manner by pupils and to take the necessary action if not.
- To ensure the health, safety, welfare and good conduct of the pupils and checking pupils are safe in the event of an evacuation of the premises.
- To ensure that areas including the dining hall are cleaned and tided before the start of the afternoon session and that any equipment used is stored away as appropriate.
- To prepare the dining room furniture ready for the lunch period.
- Other duties as may from time to time be determined by the Principal.
- And such other duties as are within the scope and the spirit of the job purpose, the title of the post, and it's grading.

Staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.

**The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

#### **Rehabilitation of Offenders Act 1974**

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

#### **Health and Safety**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

#### **Confidentiality and Data Protection**

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

### Training and Development

Sidney Stringer Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

*This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.*

*This job description may subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.*

### PERSONNEL SPECIFICATION

ATTRIBUTES	EQUIREMENTS
<b>Knowledge</b>	An understanding of the challenges facing young people from a disadvantaged community
<b>Skills</b>	The ability to devise, implement and monitor individual activities Good inter-personal skills Good communicator – both with children and adults
<b>Abilities</b>	Willingness to engage constructively with, and relate to, a range of young people. Willingness to work effectively with teachers and senior managers in school A commitment to improving the lives and learning opportunities of young people
<b>Experience</b>	Relevant work with children or experience of working in a school.
<b>Personal Qualities</b>	An attractive personality to whom pupils respond Energy and enthusiasm Self-motivated and hard-working Able to work independently but also a good team member A sense of humour A sense of balance and perspective

***All employees of Riverbank Academy are required to comply with the School Equal Opportunities Policy when undertaking the duties of their job.***

**David Lisowski**

May 2021

**David Lisowski, Headteacher**

Riverbank Academy  
Princethorpe Way  
Ernesford Grange  
Coventry  
CV3 2QD

### **How to apply**

If you are ambitious for yourself, passionate about the futures of children and want to be part of a forward-thinking team of like-minded professionals then we would like to meet you. For further details, an application form, and to apply, please visit our website:

[www.sidneystringeracademy.org.uk](http://www.sidneystringeracademy.org.uk) – ‘Vacancies page’

If you would like further information please contact:

David Lisowski: [headteacher@riverbankacademy.org.uk](mailto:headteacher@riverbankacademy.org.uk)

Please return completed application forms to: [headteacher@riverbankacademy.org.uk](mailto:headteacher@riverbankacademy.org.uk) [No hard copies to be sent in the post]. We look forward to receiving your completed application form.

### **The closing date for this post:**

- Friday 10th December 2021 @12:00pm

### **Interview dates:**

- We will interview upon application

If you would like further information or to discuss the post in more detail then please contact:

**David Lisowski – Headteacher**

**[dllisowski@riverbankacademy.org.uk](mailto:dllisowski@riverbankacademy.org.uk)**

We look forward to receiving your completed application form.



# Riverbank Academy Lunchtime Supervisor Job Description