

JOB VACANCY

LUNCH-TIME SUPERVISOR

BARDWELL SCHOOL

HOURS: 11.45 – 13.15 (7.5 hours per week), Monday to Friday (term time only)

SALARY: £9.55 - £9.74 per hour



Job and Person Summary

Bardwell School is a Special School that educates children and young adults who have a wide range of Learning Difficulties. We are looking to employ lunchtime staff to support our pupils and young adults when eating their lunch and throughout their break-time.

The successful applicants will join class teams consisting of a class teacher, and teaching assistants. If you have the right attitude and ethos to work at Bardwell School we will support you by providing induction and training to ensure you have the skills and knowledge to support our pupils effectively.

To be considered for this role you must have:

- High expectations of all children and a commitment to ensuring they can develop and reach their potential.
- The ability to develop fair, respectful, supportive and constructive relationships with young people.

Personal Qualities you have will include:

- A fun, can do approach
- The ability to communicate effectively with children, young adults and colleagues.
- Being able to act on feedback and be open to mentoring.
- Patience.
- The ability to celebrate positive behavior and achievements.

We will provide induction and training to ensure you:

- Have the skills to support pupils with their eating, drinking and personal care needs.
- Understand the importance of effective positioning and the principles that underpin this.
- Have knowledge on how to establish a stimulating play environment and positively influence our pupils' play opportunities.
- Know how to make professional judgments to prioritise and manage a range of tasks.
- Carry out your duties in line with our School Policies, including Safeguarding and Child Protection and Health and Safety Policy.

At Bardwell School we take safeguarding seriously. All staff have a responsibility to keep our pupils and staff safe. You will receive training in line with this crucial responsibility.

PLEASE TURN OVER...

A typical day will include:

11.45: Arrive in class and discretely complete any preparation tasks before lunch (this could include washing items used during morning lessons and supporting pupils with personal care)

11.55 – 12.30: Supporting pupils to develop independence with their eating skills. This may also include administering medication and supporting pupils who are fed by gastronomy tube.

12.30 – 13.00: Supervising play activities and having a positive influence while encouraging an inclusive play atmosphere.

13.05: Ensuring pupils are back in class to start their afternoon lessons. Discretely support any preparation for the afternoon (including washing items used at lunch time and supporting with personal care).

This role will also include completing personal care tasks with pupils, supporting children who may express their feelings and frustrations who behaviours. It will suit a positive, dynamic person with a can do, flexible approach.

The above activities are only an indication of the advertised role. You will have a flexible attitude and will work under the direction of the class teacher and headteacher.

To apply for this post:

Please contact the school to arrange a 'taster session'. This is strongly encouraged to ensure applicants understand the role they are applying for.

Complete an application form, which are available from the school office (jobs@bardwell.oxon.sch.uk / 01869 242182)

The Gallery Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people, that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All cases are considered confidentially and according to the nature of the role and information disclosed