

St Wystan's School
Lunchtime supervisor - temporary
until July 2027

Job Description

Job Description: Lunch time supervisor (1 hour per day)	
Responsible to:	Operations Manager
Job Overview	To deliver lunchtime care supervision to pupils, with a focus on those with higher social and emotional needs. To create a warm, safe environment and to support pupil dysregulation.
Duties and Responsibilities:	<ul style="list-style-type: none"> • To be responsible for the upkeep of the 'nurture nook'; • To supervise pupils, ensuring they are safe; • To create and manage a caring, supportive and purposeful environment; • To promote high standards of behaviour; • To promote actively strong and positive relationships; • To communicate clearly with relevant staff at the end of lunchtime.
Key Skills & Knowledge	<p>Training and Development</p> <ul style="list-style-type: none"> • To take responsibility for own continuous professional development including attending relevant training. <p>General Requirements</p> <ul style="list-style-type: none"> • To promote and safeguard the welfare of pupils across the School; • To maintain high professional standards of attendance, punctuality, appearance and conduct; • To maintain positive relations with all stakeholders; • To support the School's responsibility to safeguarding pupils; • To promote the good name and reputation of the School; • To adhere to School policies and procedures.
Personal Competencies & Qualities:	<ul style="list-style-type: none"> • To be an enthusiastic individual, possessing drive, energy and commitment; • To support pupils in need, showing care and compassion, whilst also ensuring they are safe and behaving in an appropriate manner; • To be team focused and prepared to volunteer a helping hand as required; • To commit to the highest standards of pastoral care for all pupils.
Terms & Conditions	<p>Hours of Work</p> <ul style="list-style-type: none"> • Monday – Friday 12:00-1:00pm; • Term time only - 36 weeks annually; • Salary – to be discussed at interview. <p>Safeguarding Children</p>

	<ul style="list-style-type: none"> • St Wystan's School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers and an enhanced DBS check. • This post will involve regulated activity with children. Please note this means being responsible on a regular basis for teaching, supervising, training, instructing, and/or caring for children without supervision.
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This job description is not intended to be an exhaustive list of duties.

You may also be required to undertake such other comparable duties as required.

Person Specification: After School Care Leader			
	Essential	Desirable	Tested
Qualifications	A relevant qualification is not essential	Childcare or SEND related qualification	Application Form Interview
Experience	Experience working with children in a School setting	SEND experience, particularly in supporting pupils with social and emotional needs	Application form Interview Observation
Skills and Abilities	Effective communicator with all stakeholders		Application form Interview References
Motivation and Personality	Patience, compassionate, empathetic but firm Self-motivated A genuine interest in pupils with social and emotional needs Appreciation of the importance of a 'team' A sense of humour		Application form Interview

Other Factors	Eligibility to live and work in the United Kingdom Suitability to work with children Willing to react flexibly to new or unexpected situations	Interview Required documentation for eligibility DBS and Barred List checks
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Advert:

Lunchtime Supervisor

We are looking for an organised and enthusiastic lunchtime supervisor to support for 1 hour a day. The role is specific to supporting pupils who need a quiet space due to regulate or 'cool off' due to social and emotional needs.

The appointee will have sole responsible for supervising pupils during this time and maintaining the upkeep of the safe space used for this purpose.

This role will suit a calm and compassionate person who has a genuine interest in making a difference and a desire to engage in the wider life of the school. We are a warm family-oriented community with a strong emphasis upon the holistic needs of our children. We pride ourselves on knowing our children well and creating a personalised learning journey for each and every one of them.

This role is part-time, the hours are Monday-Friday 12-1pm, term time only (36 weeks a year). Please note, this contract will end in July 2027.

We reserve the right to interview and offer the post, to the right candidate, prior to the closing date.

We have commitment to safeguarding the pupils in our school. Safer recruitment checks will be conducted. This post will involve regulated activity with children. Please note this means being responsible on a regular basis for teaching, supervising, training, instructing, and/or caring for children without supervision. Staff are expected to take responsibility for their own continuous professional development, including attending relevant training and CPD.

Closing date: 6th February 2026

Salary: Not disclosed