

March 2024

School Business Manager
Meath School
Brox Road
Ottershaw
Surrey, KT16 0LF

Email:
SBM@meathschool.org.uk
Tel: 01932 872 302

Dear Candidate

LUNCHTIME SUPERVISOR

Salary: £9,223.37 per annum/£12.28 per hour, part-time, term time only
(FTE £22,350)

Hours: 16.25 hours per week, Monday to Friday, 10.30am – 1.45pm

Contract Type: 1 Year Fixed Term contract, possibility of extension/permanent opportunities
Meath School & Specialist Centre, Brox Road, Ottershaw, Surrey, KT16 0LF

Thank you for your interest in becoming a Lunchtime Supervisor at our Ofsted 'Outstanding' school in Surrey. We are part of the leading children's communications charity, Speech and Language UK. We are located between Woking and Chertsey in delightful grounds close to Runnymede which is an inspiring setting to work in. We are a multi-discipline team that includes Teachers, Learning Support Assistants, Speech and Language Therapists, and Occupational Therapists who all offer our pupils a fully integrated approach to our children's education, communication skills and overall health and well-being. The school also has an assessment centre and residential services.

Child contact time is maximised so that our pupils achieve the best possible outcomes at Meath School through a holistic approach.

Meath School is a fantastic place to work, with benefits including;

- Annual salary reviews
- Employee assistance programme providing a confidential helpline
- Supportive and paid sick leave, if needed
- Free optional flu jab in the Winter
- Contributory pension scheme
- Life assurance cover
- Enhanced maternity and paternity leave
- Free eye test
- Interest-free annual season ticket loan and bike loan
- Plenty of onsite parking
- Discounted staff lunches
- Access to hundreds of exclusive perks, discounts and wellness resources through Perkbox
- A comprehensive induction programme so you can hit the ground running
- Continued professional development and training opportunities, and regular professional support
- A friendly, passionate and enthusiastic team dedicated to getting the best outcomes for our young people

Please do give this opportunity your very serious consideration and find attached:

- Information about Meath School and Speech and Language UK

- A job description and person specification
- A brief summary of our terms & conditions of employment
- An application form

If you are interested in the role, please contact Marnie Downes, LSA Coordinator, so you can discuss on the telephone. You can contact Marnie through the school office on 01932 872 302 or by email marnie.downes@meathschool.org.uk

To apply please complete application form with a covering letter to the LSA Coordinator, Marnie Downes marnie.downes@meathschool.org.uk by 10th April 2024. If you are shortlisted for interview, you will be contacted to attend an interview to be held at Meath School during the week commencing 15th April 2024

We are committed to safeguarding and promoting the welfare of children and we carry out safer recruitment principles, as well as appropriate vetting and verifications on all school staff.

Thank you for your interest and I look forward to hearing from you.

Yours faithfully

Majella Delaney
Principal, Meath School

Meath and Speech and Language UK

Meath, a Speech and Language UK School (www.meathschool.org.uk) based in Ottershaw, Surrey is a day and residential non-maintained primary special school for up to 75 pupils aged 4 to 11 years, where language disorder, high functioning Autism and associated difficulties is the primary need.



Our most recent Ofsted report (2023) is highly positive about the work of the school and the progress which our children make. "Pupils are happy and safe, and they enjoy being in school. They comment that 'everyone can have friends here'."

"The values of 'talk, learn, grow' are at the heart of all that the school does. Every aspect of learning is centred around equipping pupils to become confident and independent communicators."

"The harmonious collaboration between the therapy and education teams forms the core provision. Therapy programmes are seamlessly intertwined throughout all lessons, and every pupil benefits from this enrichment."

Meath, a Speech and Language UK School is one of a very few schools in the UK which is tailor made for only young learners with Speech Language and Communication Needs (SLCN). The school and residential settings have been recognised repeatedly as 'outstanding' by Ofsted since 2008.

At Speech and Language UK, we want every child to face the future with confidence. For 1.9 million children in the UK, learning to talk and understand words feel like an impossible hurdle. Without the right help, this can destroy their world. They feel disconnected from their family. Unable to make friends. Unfairly punished for not following instructions they don't understand. What does the future hold for them?

We must reach children earlier, to make sure every child has the skills to face the future. We design innovative tools and training for thousands of nursery staff and teachers. We give families the confidence and skills to help their child. And we put pressure on politicians to prioritise support for children. Too many children are left waiting to be understood. Help us bring speech and language skills into the spotlight so they can all flourish.

For more information about Speech and Language UK, its work and values go to or follow-us on Twitter @SpeechAndLangUK

JOB DESCRIPTION – Lunchtime Supervisor

RESPONSIBLE TO: Learning Support Coordinator

Scope and Objectives

To support school staff during playbreaks and midday meals, reporting to the LSA Coordinator and the Assistant Headteacher. To be responsible for the play and supervision of pupils during the midday break. Duties will include ensuring the appropriate support of all pupils eating dinner, and in and around the school buildings and playground during the break periods.

To support school teams in their professional duties.

Specific Responsibilities

Play/lunch break duties

1. Supervise play and lunch duties during the break periods, in the dining room, around the school building and in the outside play areas.
2. Assist pupils in the dining room with eating their meal in a social environment.
3. Support occupational therapy and speech and language programmes in partnership with the class teams.
4. Work in a way which supports the school's behaviour management policies and equal opportunities policy.
5. Deal with incidents and refer them to the relevant staff, LSA Coordinator or senior manager. Record incidents on an electronic data base as outlined in school policy and procedure.
6. Become familiar with Signed Speech as appropriate.
7. Undertake relevant training and development as required.
8. To take part in appraisal and supervision.

General Responsibilities

1. To refrain from acting in a manner which in any way endangers you, fellow employees, or the public.
2. To avoid any behaviour which discriminates against any member of the school community on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
3. To safeguard at all times confidentiality of information relating to children, staff, the School and Speech and Language UK's work.
4. To behave in a manner that ensures the security of Speech and Language UK property and resources.
5. Speech and Language UK is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
6. Abide by all relevant Speech and Language UK Policies and Procedures.

This list of duties and responsibilities is not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification

PERSON SPECIFICATION – Lunchtime Supervisor

Essential

- Ability to relate to young children individually and in groups
- Ability to communicate effectively with colleagues
- Basic numeracy
- Clear accurate verbal and written communication – minimum requirement GCSE pass
- Ability to use I.T. recording systems appropriately
- Working as a member of a team
- Flexibility and adaptability, using own initiative as appropriate.
- Ability to follow instructions
- Reliability
- Fitness to undertake duties of the post
- Commitment to safeguarding and promoting the welfare of young people

Desirable

- Experience of working with young/primary children in a school setting paid/unpaid
- Experience of working with children or young people with special needs

Speech and Language UK
Summary of Terms and Conditions of Employment and Benefits

Job Title:	LUNCHTIME SUPERVISOR
Start Date:	As soon as possible
Location:	Meath School, Brox Road, Ottershaw, Surrey, KT16 0LF
Hours:	16.25 hours per week, 10.30pm to 1:45pm term time only. Pay through the school closure periods.
Working Weeks:	35 days per annum contractual annual leave
Annual Leave:	The successful candidate's employment is subject to an enhanced DBS and barred list check
Disclosure & Barring Service Check:	The successful candidate's employment is subject to an enhanced DBS and barred list check.
Probation Period:	There is a 6 month probationary period for this post
Pension:	After 3 months, staff employed on a continuing contract, or temporary contract of minimum 6 months, are entitled to join the Speech and Language UK group pension scheme with Aviva. Employer contributions 4.5%, and the minimum employee contribution is 3%. Teachers will be enrolled onto the Teachers Pensions Scheme.
Life Assurance	Life cover for 4 x annual salary. Members of Teachers Pension have life insurance cover as part of that scheme.
Perkbox:	Employee benefit providing hundreds of exclusive perks for staff ranging from discounts on shopping, entertainment and gifts, to gym membership, rewards, confidential employee assistance helpline and wellbeing resources.
Free Annual Flu Vaccination:	Free annual flu vaccination for all Speech and Language UK employees.
Payroll Giving	By joining the payroll giving scheme, you can donate to your chosen charity directly from your pay before tax is deducted.
Season Ticket Loan	Speech and Language UK offers eligible employees an interest free loan for the purchase of a season ticket for travel between home and the School.
Bike Loan	Speech and Language UK offers eligible employees an interest free loan for the purchase of a bicycle for commuting to work.