



PARK VIEW

Aspire~Achieve~Succeed

Recruitment pack: Lunchtime Supervisor

(Inner London Pay Scale)



#CareerswithaView

For more information on careers at Park View contact:
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We know that a school is only as good as its team. Park View is dedicated to providing every staff member with an environment in which they can flourish.

To achieve this we are committed to three core principles that underpin how we offer our staff a career to enjoy and be proud of. The principles are:

- Inspire – supply an inspiring environment for staff to thrive and develop professionally and personally.
- Nurture – provide the opportunity to plan a successful career path.
- Develop – We understand that we have a responsibility to provide all staff with the resources and support to accumulate the experience and skills needed to fulfil your true potential.

Supply an inspiring environment for staff to thrive and develop

We recognise the importance of providing our staff with an environment where they are motivated, supported and valued. We have worked diligently to create an atmosphere where people are actively encouraged to ask questions and seek support, whilst also being provided with the freedom to explore opportunities that can bring real, positive change to our students' education. By joining us you will flourish as part of a successful, supportive and vibrant team where no two days are ever the same.

Nurture a successful career path for all employees

We empower our staff to have a strong outlook on their role at Park View and to play an active part in developing their own career path. You will be supported to build your career vision and aspirations by your line manager, who will be responsible for ensuring you are on track to achieve your goals.

Provide accessible development opportunities to staff at all levels

We know that we have a crucial part to play in providing you with the resources and support to accumulate the experience and skills needed to fulfil your true potential. With this in mind, we invest heavily in all our staff throughout their time with us, providing them with relevant development opportunities to match their personal career paths, to ensure that aspirations become a reality.

“Here at Park View you are encouraged to take responsibilities to help further your professional development.”
Ria Ladas, NQT Science Teacher



A View from the Top



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Park View is committed to standing out from the crowd as an industry-leading employer. We are committed to providing you with a benefits package that you won't find elsewhere and demonstrates that your job satisfaction is crucial to us.

We understand that the mental and physical welfare of our team has a direct impact on the quality of education we can provide our students. We also understand that pressures from outside of work may also have a bearing on staff wellbeing. This is why we have created a benefits package designed to support you, not just inside of school but outside as well.

From discounted gym membership to free counselling, and from our dedicated wellbeing team to staff socials, we create an environment where employees can thrive in a high performing team. We pride ourselves on being an outstanding employer, and giving everyone who works with us a 'View from the Top'.

Unique benefits

- A right to a generous special leave allowances including dependency leave, carer leave and compassionate leave if required.
- Enhanced maternity, adoption and paternity pay and leave.
- 'Eden Red' childcare vouchers.
- Tax free bikes via Park View's cycle to work scheme.
- Interest-free loans for travel season tickets.
- Free eye test every two years for all, or every year once over the age of 50 and a contribution to the cost of your glasses.
- Heavily subsidised membership with Fusion Gyms.
- Inner London weighting pay rate.
- Free staff social events throughout the year.
- Subsidised healthy meals available.
- Park View is located next to an award-winning park, which includes an open recreation space, a managed garden, tennis and basketball courts.
- The surrounding area has a wide range of multicultural cuisine available.

Professional benefits

- New members of staff can expect a thorough induction programme.
- A dedicated member of staff acting as a mentor will assist with identifying training needs and development opportunities.
- A free, confidential staff advice and counselling service is available 24 hours a day, 365 days a year to all members of staff.
- Each department has its own work space for every subject area.
- An enthusiastic wellbeing team who arrange great team building and rewarding activities for staff.
- Teachers' pension scheme.

"The multicultural cohort at Park View builds an ethos of community and cohesion, while also working alongside staff who have a genuine passion for teaching." Alen Duvarciyan, Assistant Head



Lunchtime Supervisor

We are looking to appoint an enthusiastic and talented individual to take on this important role.

Main duties and responsibilities (in conjunction with and under the supervision of the relevant manager)

1. To supervise pupils, during the lunch period, in dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.
2. To monitor the behaviour of pupils discouraging in a positive way any anti-social behaviour and reporting any incidents to the Leadership Team Leader as appropriate.
3. To ensure the safety and well-being of all pupils and other members of the PV community.
4. To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.
5. To organise dinner queues and entrance of pupils into dining hall and from dining hall to playground: ensuring good behaviour and calm atmosphere.
6. To deal with any misbehaviour that may occur in accordance with the school's behaviour policy. Report, as appropriate, incidents through the school systems.
7. To encourage social skills and good table manners, ensuring safety with knives and forks.
8. To clean up spillages of food and to organise clearing cutlery and crockery off tables.
9. To follow the school behaviour policy

Outside areas

1. To ensure that pupils behave in a sensible way and are paying attention to the health and safety needs of other pupils using the hard play areas.
2. To report as appropriate any unacceptable standards of behaviour to the Leadership Group Team Leader.

School Field

1. To ensure that pupils behave in a sensible way and are paying attention to the health and safety needs of other pupils using the grassy areas.
2. To ensure that pupils do not go out of bounds.
3. On wet weather days to ensure that the field is kept out of

bounds to pupils.

School Premises

1. To follow the prearranged roving patrol as designated by the Leadership Group Coordinator, ensuring good standards of pupil behaviour around the site.
2. Park View Academy School is committed to promoting and safeguarding the welfare of students and expects all staff and volunteers to share this commitment

General Responsibilities Common to All Staff :

- To carry out duties as may be required from time to time commensurate with the overall responsibility of the post.
- To comply and actively promote school policies, including Behaviour for Learning, Equal Opportunities and Health and Safety.
- To promote positive student conduct. To confront negative student conduct and take appropriate steps to deal with it.
- To deal with all telephone and personal enquiries efficiently and effectively, in a way that promotes a positive image of the school.
- To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts.
- To undertake training and development relevant to the post.



Lunchtime Supervisor Park View Person Specification

Experience	E	D
• Interest in working with young people	X	
• Experience of working with young people		X
• Awareness of Health and Safety issues		X
• Awareness of safeguarding practices	X	
Planning and Organisation		
• Effective time management and punctuality	X	
Relationships		
• Commitment to promoting and safeguarding the welfare of staff and students	X	
• Ability to work independently and in a team	X	
• Good communication skills		X
Skills		
• Ability to work with children during busy periods	X	

