



JUNIOR SCHOOL LUNCH TIME SUPERVISOR

Employment Status: Part-Time, Term Time Only, Permanent

Application closes: 0900 Monday 11 August 2025

Required From: September 2025

Interviews: W/C Monday 18 August 2025



Welcome to St Dunstan's Education Group

St Dunstan's Education Group is a growing group of coeducational schools serving approximately 1500 children aged 2 – 18, based in the vibrancy and diversity of south-east London. Remaining true to the founding principle of St Dunstan's College that the school should be 'ahead of the current time', St Dunstan's today is known to offer an ambitious and forward-thinking education that trailblazes in the Sector by thinking differently about how young people are educated for an uncertain future.

St Dunstan's is a thriving educational community. St Dunstan's College was named Coeducational School of the Year in 2020, Senior School of the Year 2022 and Most Progressive School in London in 2023. In the summer of 2024, it was one of the 50 best performing independent schools in the UK for our A Level and GCSE results and was in the top 100 schools in the UK as listed in the Times Parent Power league table. In 2023 Rosemead became one of the first prep schools in the UK to receive a significant strength from the Independent Schools Inspectorate and later that year St Dunstan's College became the one of the very first schools to receive two significant strengths for its role in EEDI and the progressive nature of the curriculum. In 2024, Rosemead won the prestigious ISA award for Equality, Diversity and Inclusion.

Responding both to significant growth in market share and the political and economic headwinds within the sector, St Dunstan's is committed to a strategy of growth and diversification of income. The College has undertaken a radical development of its estate to expand its pupil roll, firstly through the acquisition of the Jubilee Ground, a 15 acre site for community and sporting activity, just minutes from the school, and then through a 30 million pound building programme, including the development of a new STEM Centre, Junior School, Sixth Form Centre and Performing Arts Hub. An ambitious and creative masterplan for the development of our site has now been finalised and will underpin the rolling programme of works planned for the next 10 years, including our ambitions to be a carbon-zero charity. The decision to evolve into a larger educational group began with the merger with Rosemead Prep School, Dulwich, in 2023, with this presenting many new opportunities for staff and pupils, and it is set to grow further in the next 12 months.

Many of the decisions that St Dunstan's has taken in recent years have been trailblazing for the Sector. St Dunstan's College was one of the first schools in the country to introduce a Centre of Wellbeing, to cater for pupil mental and physical health. We introduced a gender-neutral sporting programme, recently culminating in signing a partnership with Chelsea football club. Our Additional curriculum, of our own design, deliberately seeks to educate young people in the life skills they will require for the future – our work undertaken on toxic masculinity, pornography and race have all been widely covered by the national and educational press. Underpinning our entire educational narrative is a commitment to a renaissance education – a broad, balanced and liberal education that helps young people develop the toolkit they will require to thrive in the future.

The diversity of our south-east London location is perhaps our biggest asset, allowing us to cultivate an environment that nurtures individuality. As one of the most socio-economically and culturally diverse areas in the UK, ours is a school that actively shuns entitlement and arrogance and rather develops well-rounded, grounded young men and women who have the soft skills to thrive in tomorrow's world.

We attempt to define the St Dunstan's Difference as follows:

- Trailblazing a forward-thinking independent education since 1888
- Promoting high achievement without arrogance
- Championing individuality, diversity and equality – *albam exorna!*
- Developing values through a broad and liberal education supporting wellbeing as central to success
- Growing ambitious and imaginative partnerships
- Providing life-enriching opportunities to our local community infusing social conscience and ethical thinking

Working for St Dunstan's

We seek to be the employer of choice in the Sector, with staff wanting to work at St Dunstan's as a consequence of its clarity of purpose and vision, our unique identity and reputation, and a sincere commitment to staff development, creativity and voice, wellbeing, diversity and equality, and a culture of trust and transparency. Some of the benefits* of working for us include:

- Tuition fee remission and no registration fees
- Private Health Care Insurance (50% paid by employer) with reduced health club membership
- Health care cash plan
- Free lunch and beverages, during term time
- Free off-road parking
- Salary Sacrifice Schemes
- Season Ticket Loan
- Free winter and summer social events
- Annual flu immunisation
- Use of College leisure facilities including gym, tennis courts and pool
- Discounted School Uniform
- Workplace Nursery Scheme

*conditions apply

Our Commitment to Safeguarding Children

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

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers, checks relating to prohibitions, sanctions and restrictions on teaching and the Disclosure and Barring Service (DBS) with children's barred list check. The School will carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application. The safeguarding responsibilities of the post include promoting and safeguarding the welfare of children and young persons for whom they are responsible for or with whom they come into contact with. All staff are required to adhere to and ensure compliance with the School's safeguarding and child protection policies and procedures at all times and to complete appropriate training.

In the course of carrying out their duties the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's Safeguarding Lead, or in relation to concerns regarding a member of staff, the Head.

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Further information and copies of the School's Code of Practice and Policy on the Recruitment of Ex-Offenders is available from the People Operations team.

THE ROLE

Responsible to: Head of Section

We are seeking to appoint a Lunch-Time Supervisor to provide support to our teaching staff during lunch time and recreational play. This is an exciting and varied role for anyone with a passion for working with children and with a desire to help them develop socially during the early stages of their educational journey.

The role will involve working with children from Nursery through to Year 6, offering a nurturing and dynamic environment in which every child is known, supported, and challenged to reach their full potential, both inside and outside the classroom. Our Lunch-Time Supervisors play a vital role in the smooth running of the school day, ensuring children are safe, happy, and engaged during their lunch times. We are looking for a committed and caring individual who enjoys working with children and is able to contribute positively to our school community.



THE DEPARTMENT

St Dunstan's College Junior School aims to inspire a true love of learning from the earliest stages by creating what we see as being the perfect balance between academic rigour, exploratory play and an individualised approach to learning. Our co-educational setting caters for children from Nursery to Year 6, with the majority of our pupils moving to our Senior School in Year 7, seeing our College as an ideal setting for their educational journey through to Sixth Form. We accommodate one Nursery form, two forms from Reception to Year 2 and three forms in Years 3-6. With the move into a first-class, state of the art new Junior School building in April 2021, our facilities provide an environment in which our pupils can thrive; our building aligning with our forward-thinking and ambitious approach to education. Each classroom has its own outdoor learning space as well as dedicated spaces for our specialist lessons in art, music, computing and drama. We have both a Pre-Prep and Prep library and areas set apart for smaller group work, if needed. Our pupils also benefit from plenty of green space to play and particularly enjoy time spent in our Woodland Classroom.

The Junior School curriculum is designed to meet the needs of all our pupils and as such, they make excellent progress across every subject area. We achieve academic excellence through an engaging, broad and balanced curriculum. Our highly skilled teaching team thinks creatively about the delivery of lessons and taught skills ensure that our pupils are well-prepared to become responsible, global citizens where resilience, adaptability and international mindedness are interwoven. Whether additional support is required, or a particular strength identified, we ensure that all needs are catered for by shaping our curriculum around what is best for our pupils as individuals with their own learning style. Our core subjects are taught by our Form Teachers and specialist teachers deliver lessons in art, music, drama, computing, Stuart (PSHEE), languages (Spanish in Pre-Prep and French and Spanish in Prep), PE, swimming and games. We teach humanities and science through the International Primary Curriculum from Reception onwards and find this immersive, engaging and thematic approach to teaching geography, history and science leaves our pupils engrossed and engaged; they love to learn about the world around them and seek to contribute proactively to their community; local, national and international.

JOB DESCRIPTION

The following list is not exhaustive but serves as an indication of what the role encompasses:

Main Responsibilities

- To ensure the safety and well-being of our pupils during lunch time
- To perform general administrative duties to support the smooth running of the school
- To encourage and develop safe, purposeful, and creative play
- To implement and support the school's behaviour management policies
- To deliver First Aid in accordance with the School's First Aid policy, reporting incidents appropriately (training to be offered to the successful candidate)
- To oversee pupils in the dining room during lunch time and be aware of any dietary requirements
- To encourage and support pupils to make healthy food choices
- To supervise pupils in the dining hall, ensuring a calm and orderly environment
- To encourage and support children to develop good table manners
- To support younger children with practical tasks (opening containers, using cutlery, pouring water)
- To supervise play time and engage children in positive, inclusive activities
- To encourage respectful behaviour and address low-level issues calmly and fairly
- To ensure the safe movement of pupils between the dining hall, playground and classrooms
- To work effectively with colleagues and communicate pupil needs where necessary
- To help with the organisation of play resources, checking they are stored correctly
- To foster clear, professional communication with parents and carers if required, under the direction of the Form Teacher or Head of Section, maintaining sensitivity and confidentiality at all times
- To proactively keep Form Teachers informed of any problems or concerns
- To promote the College values of curiosity, confidence, creativity, compassion and courage
- To support the emotional, behavioural and pastoral needs of all pupils, including children with SEND
- To demonstrate high levels of enthusiasm, work ethic and organisation as part of a cohesive and flexible departmental team

JOB DESCRIPTION

Working Environment

- The role is based largely outdoors depending on the weather and school activities
- Lunch Time Supervisors are expected to be active, alert and engaged throughout their duties
- Positive interaction and relationship-building with pupils is a key part of the role
- Collaboration with teaching and teaching support staff is essential to ensure a consistent approach

Other Duties

- To promote and safeguard the welfare of children and young people, by adhering to and ensuring compliance with the school's Safeguarding policy
- To assume other duties which may be reasonably required or delegated by the Head of Junior School or Junior School Deputy Heads





PERSON SPECIFICATION

THE FOLLOWING EXPERIENCE AND SKILLS ARE ESSENTIAL/DESIRABLE:	ESSENTIAL	DESIRABLE
Enjoys working with children and understands their needs	X	
Has a calm, kind and patient manner	X	
Can be proactive and use initiative when needed	X	
Demonstrates responsibility and good judgement	X	
Works well in a team and communicates clearly	X	
Understands the importance of safeguarding and child welfare	X	
Is reliable, punctual and committed to high standards of care	X	
Experience working in a junior school or childcare setting		X
Holds a current paediatric first aid certificate (or willing to undertake training)		X
Familiar with basic positive behaviour strategies		X
Has a good understanding of health and safety in a school context		X

The Package

Salary: S2 £5,734 per annum (FTE £27,009 as per the 2024-25 pay scales)

Hours: Part-Time, Term Time Only, Mon-Fri 1130 - 1330

Pension: ISPS (DC)*



