



ISLAMIA PRIMARY SCHOOL

Name of School:	Islamia Primary School
Address of School:	129 Salusbury Road, London NW6 6PE
Name of Head Teacher:	Mr Alim Shaikh
Telephone	020 7372 2532
Job Title:	Lunch Time Supervisor Assistant
Salary:	Scale 2 SCP 2
Hours:	Part time (10.30am-1.30pm)
Closing Date:	Friday 29 th November 2024@ 12.30pm
Interview Date:	TBC

Mission Statement:

To strive to provide the best education in a secure Islamic environment through the application of the Qur'an and Sunnah.

Islamia Primary School is a highly successful two form, faith based voluntary-aided school situated in North-West London. We are a consistently 'Good' school aspiring to be nothing short of excellent in all aspects of school life and we work hard to nurture and produce a generation of young people who contribute positively to the wider community.

We are on a journey to become an 'Outstanding' school and are seeking to appoint a dynamic and enthusiastic Lunch Time Supervisor to join our highly dedicated team. The prospective candidate should be an ambitious, energetic and outstanding primary practitioner with excellent knowledge and understanding of SEN children and their needs.

We offer:

- a positive and caring ethos and working atmosphere
- friendly children, eager to learn and achieve
- a committed, enthusiastic and supportive staff team
- excellent support from the Governing Body, staff and parents
- an excellent opportunity for professional and career development

If you feel you have the enthusiasm and commitment to contribute to the ongoing development of this successful, friendly, and supportive school, we would like to hear from you.

If you are interested in this role, please email apply@islamia.brent.sch.uk

Job Role and Key Responsibilities:

- **Job Purpose:**

Summary of the overall purpose of the job

- To work under the direction and instruction of senior staff, to supervise pupils during the lunch time period, in dining hall/canteen, playground and school premises, ensuring the conduct, welfare, safety, physical and mental wellbeing of pupils and maintenance of good order and discipline.
To help serve, food and keep the canteen and kitchen facilities clean and tidy, adhering to health and safety and hygiene safety requirements.

- **Principal Accountabilities And Responsibilities:**

- Take responsibility for the general welfare and discipline of pupils immediately prior to and during the lunch period.
- Serve food to pupils and ensure they are encouraged in eating a balanced health meal.
- Ensuring the kitchen areas, and canteen are clean and tidy, assist in washing cutlery.
- Assist in preparing the dining area for lunch, including distributing cutlery, assisting with clearing tables and ensuring the dining area remains tidy.
- Supervise and interact with pupils during the lunch break, encouraging positive social skills and good behaviour in pupils.
- Encourage inclusive and positive play in the playground and school during wet/adverse weather.
- To supervise pupils on the school premises, (hall and classrooms etc.), movement of pupils on the stairs through corridors, when they are not allowed outside in inclement weather.
- Ensure pupils are dressed appropriately for the prevailing weather conditions
- Implement and support the school's behaviour policies, ensure pupils comply with the school's behaviour policies, and report serious misdemeanours to senior staff.
- Assist with the general welfare/hygiene of pupils, including the supervision of toileting, washing hands and assisting pupils who soil/dirty their clothes.
- Encourage good table manners and eating habits among pupils.
- Understand the Healthy Eating Agenda in schools and encourage healthy eating to pupils in assisting pupils in their choice of meals.
- To liaise with teachers & welfare when required with regard to the special or restricted dietary needs of pupils for medical and/or religious/cultural reasons.
- Deal with accidents, spillages (including body fluids) in the playground or dining area, ensuring these do not cause a safety hazard to others e.g. pupils and staff.
- Be vigilant in the playground, and recognise potential dangers.
- To supervise and observe entrance to the school during the lunch break to ensure children do not leave the playground. Check on any strangers who may enter the school premises, be observant of any loiterers and report to the Head Teacher/Senior Staff member.
- Deal with minor accidents/sickness ensuring if required seeking any assistance from a nominated first aider and reporting any serious incident or emergency to a relevant member of staff immediately.
- Ensure accidents/incidents are reported and recorded in the accident/incident book in line with the school's policy.
- By agreement, accompany staff and pupils on school trips.
- Participate in training and development activities and programmes, and attend and participate in meetings as required.
- Maintain confidentiality in relation to pupil information and report problems/issues as well as significant matters with regard to pupil's play and behaviour to a relevant teacher or senior member of staff immediately.
- Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:
 - child protection/safeguarding children,
 - health, safety and security,
 - confidentiality, and

- data protection.
- Contribute to the school's commitment to equality of access to opportunities to learn and develop for all pupils.
- To be aware of the diverse background of pupils and to respect the dignity of pupils.
- Undertake these duties within agreed departmental service/school objectives, policies and procedures and promote the Council's Equal Opportunities Policy.

The Person

We are looking for someone who:

Committed to working with children including children with special and additional needs.
Has previous experience in working in schools and as part of a team.
Has good interpersonal skills and the ability to support colleagues.
Can work strategically with staff and leadership teams.
Dresses modestly according to the ethos of the school.
Respectful of the school's ethos.
Can be a positive role model.
Good communication skills.
Ability to multi-task.
Punctual.

How to apply

All applicants will be asked for:

- An enhanced DBS check.
- References will be sought on shortlisted candidates before the interview.

If you are interested in this role, please email apply@islamia.brent.sch.uk

Brent Schools are committed to safeguarding and promoting the welfare of children. Successful applicants will be required to undergo a DBS check.