

Fair Oak Infant School



@FairOakInfant



Lunchtime Supervisory Assistant





Fair Oak Infant School

Botley Road, Fair Oak, Eastleigh, Hampshire, SO50 7AN

Tel: 02380 692207

adminoffice@fairoak-inf.hants.sch.uk

www.fairoakinfant.co.uk

Headteacher: Mr David Peart

Welcome...

Thank you for your interest in our Lunchtime Supervisory Assistant post at Fair Oak Infant School. We are seeking people to join our friendly and hard working lunchtime team.

Fair Oak Infant School is a lively, innovative and successful four form entry school. We are proud of being identified as an inclusive school within our recent Ofsted inspection. Our aim is to help our pupils to become successful learners, who enjoy learning, make progress and achieve; confident individuals, who are able to live safe, healthy and fulfilling lives; and international citizens, who make a positive contribution to society.

Salary – Grade A, £24,225 - £24,415 full time equivalent (£2,800—£2,822 pro rata as term time only). Permanent position, 5 days per week, 12.00pm-1.00pm, 39 weeks per year.

Hourly Rate £12.56 to £12.66 per hour (pay award pending)

We can consider fewer working days, but we ask you contact the School Office to see if we can accommodate your request first.

We are looking for calm, caring and enthusiastic people who enjoy working with children to ensure they are happy, healthy and safe during this important part of the day. Duties would involve playing with the children and supervising eating.

If you are interested in the post, please email i.peach@fairoak-inf.hants.sch.uk or contact the school office on 02380 692207. The closing date for applications is **Friday 4th September 2026** (noon). The school may close this advert early if a suitable candidate is identified.

Fair Oak Infant School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks, along with other relevant employment checks.

A handwritten signature in black ink that reads 'David Peart'.

Yours sincerely

David Peart
Headteacher

Lunchtime Supervisory Assistant - Job Description

Responsible to : Senior Supervisory Assistant

Responsible for : Providing care and supervision for all children during the lunch period in accordance with the school ethos as detailed in school policies.

Duties include:

- Collect children promptly, check numbers and ensure that children move around the school in a quiet and orderly manner.
- Ensure that children's hands are clean when eating and that they are dressed properly, especially when outside on cold days.
- Assist children with lunch e.g. cutting food, opening packets, serving water, etc.
- Help children open cartons/pots of food.
- Remind children of correct table manners: using a quiet voice; not talking whilst eating; sitting up properly; putting knife and fork straight when finished; using cutlery properly.
- Wipe tables as places become available (Supervisory Assistants should carry a damp cloth for this purpose).
- Wash lunch boxes which have food (e.g. yoghurt) spilt in them.
- Clean up any food or liquid spilt on the floor immediately, in the interests of safety and cleanliness.
- If required, administer First Aid and deal with accidents such as wetting, recording accidents and maintain appropriate records.
- Wipe and stack chairs and tables (in pairs) at end of lunch hour if required. Chairs should be stacked only when all children have left the table. (It is permissible to ask a single child left on a table to move).
- Play games with the children in the playground and the courtyard – promoting positive play ensuring productive lunchtimes.
- Ensure that any Health & Safety issues are dealt with according to School policy and brought to the attention of a senior member of staff if appropriate.
- Supervise children, including movement around the school premises, in the playground and in classroom during playtimes and wet playtimes and intervening, where appropriate, in managing pupil behaviour in order to maintain good order, and to ensure pupils health, safety and welfare.
- Ensuring confidentiality of dealings in school (e.g. ensure child behaviour is not discussed with parents outside of the school).
- Other duties and training may reasonably be allocated by the Deputy Head Teacher/Headteacher, either to enhance the above post or as part of a career development programme.



Guidelines:

- Supervisory Assistants must treat children according to the principles contained in the School's Learning Policy and Management of Behaviour Policy.
- Promote the philosophy and policies of the school.
- Supervisory Assistants are responsible for knowing which children have inhalers or other medical requirements.
- Significant concerns must be relayed to the class teacher.
- Supervisory Assistants must wear their overalls on duty and dress with regard to safety and mobility.
- If ill or otherwise unable to attend for duty, Supervisory Assistants should notify the Senior Supervisory Assistant as early in the day as possible so that cover may be arranged
- Supervisory Assistants are responsible for knowing which children have inhalers or other medical requirements.
- Significant concerns must be relayed to the class teacher.
- Supervisory Assistants must wear their overalls on duty and dress with regard to safety and mobility.
- If ill or otherwise unable to attend for duty, Supervisory Assistants should notify the Senior Supervisory Assistant as early in the day as possible so that cover may be arranged.
- Supervisory Assistants must be available during term time and all holidays are to be taken during school holidays. The Headteacher may grant leave of absence in exceptional circumstances.
- Supervisory Assistants must at all times be aware of the School's Health and Safety Policy and report any potential hazards to the Senior Supervisory Assistant or a senior member of staff.
- Attend relevant meetings in order to facilitate the work of the school.
- Treat as a professional confidence any information concerning individuals gained in the course of working in school.

Be prepared to extend own personal development in line with the school's needs



Our School...



...is a popular, innovative, successful and over-subscribed four/five form entry school serving the villages of Fair Oak and Horton Heath.

The School has 15 bright, attractive teaching spaces plus a hall, library, IT suite, music/drama room, cookery room, medical room, meeting room and PPA room. There is a central paved courtyard which offers an excellent outdoor teaching area. The school is very well resourced.

The staff are friendly, supportive, hard-working and committed. They set themselves high standards and have high expectations of the children. They work well as individuals and as a team to provide very high levels of care and education for the children.

The children are friendly, keen to learn, well behaved and, like all children, gloriously funny at times!

Professional Development

The School provides excellent opportunities for personal and professional development in line with the School's Strategic Plan.

Fair Oak Infant School has gained: The Basic Skills Quality Mark, National Healthy Schools' Standard, Arts Mark Silver, The British Council's International School Award and Gold PE mark.



Location and School Campus

Fair Oak Infant School shares a site with Fair Oak Junior School, Wyvern College and Wyvern Day Nursery, and is part of an active seven strong cluster of schools.

We value the key role we play within the life of the campus and believe that we "sow the seeds of success" for our pupils as they set out on their educational journey.

We have a large playground, a children's world garden, an exciting trim trail, covered play areas and separate Year R playgrounds. We also make good use of a local park, situated directly across the road from our school.

Our 15 classes are organised into three year groups. We currently have 450 children on roll.

For more information about the school, please visit our website or Twitter feed.

www.fairoakininfant.co.uk

@FairOakInfant



Photo Google Maps - ©2019 Google



The Curriculum

Our school curriculum encompasses all the experiences and opportunities we provide for the children, both the academic and through the wider curriculum. It ensures children become motivated to learn, make progress and attain highly; develop independence, resilience and responsibility, and enables them to make healthy lifestyle choices, giving them the best opportunity for their future learning, whether that is later today, tomorrow, next year or well into the future.

As a school we ensure the curriculum provides children with memorable experiences as we believe these equal memorable learning, and the curriculum is underpinned by our school aims to develop: Successful Learners; Confident Individuals and Global Citizens.

Our School Values help each child to become a better person and a better learner, and are embedded into our curriculum. Our School Values of: Caring; Creativity; Perseverance; Collaboration; Reflectiveness and Respect enable our children to begin to develop the skills required for lifelong learning and to prepare them for adulthood, their place in society and the world of work.

The curriculum is carefully planned, regularly reviewed and developed to engage all children in exciting ways. It is built around our curriculum design principles: Challenge for All; Equity and Enrichment; Broad, Balanced and Memorable; Secure Learning Pathways; High Quality Outcomes and Responsive and Relevant, to help children acquire a balance between knowledge acquisition and learning relevant skills.



We firmly believe every child should be enabled to fulfil their full potential. All teachers are continually assessing, evaluating and reviewing each child's attainment and ability. The Staff and Governors are very proud of the creative and inspiring curriculum.



Ethos and Learning

Our motto is “sowing seeds of success” and this underpins the ethos of the whole school. The core principles of nurturing confident individuals, successful learners and international citizens are supported through the following:

- innovative, proactive leadership
- highly committed and enthusiastic teaching
- dedication to continuous improvement
- sustaining a stimulating and creative environment for learning

Internationalism is embedded throughout the school. All of our classes are named after countries of the world, and children have many opportunities to learn about their country throughout the year.



School Aims

We aim to provide an environment where every child really matters and where parents, school and the community work together to create:

Successful learners who:

- enjoy learning and have enquiring minds
- are motivated, confident and independent learners have research and problem solving skills

Confident individuals who:

- can form and maintain relationships and work independently or in a team
- are aware of their strengths and weaknesses
- can set themselves goals and work to fulfil their potential
- take risks and feel a sense of achievement
- have self-esteem
- can deal with change and uncertainty



International citizen who:

- have a voice, joins in and feel valued
- are aware of, and are able to, express their own feelings and have empathy for the feelings of others
- behave responsibly
- are aware of their rights
- take pride in their own culture and are able to respect the culture of others
- make informed choices about health, relationships and behaviour
- are able to reflect on experiences which are personal and full of wonder

School Values

Our School Values:

Caring; creativity; perseverance; collaboration; respect and reflectiveness are beginning to be embedded into our school curriculum. They are represented by toy animals and are helping the children become a better learner and a better person.

School Rules

At our core are six Golden Rules that form the expected behaviour throughout school.

Be gentle
Be kind and helpful
Work hard
Look after property
Listen to people
Be honest



Extra Curriculum

There are many extra-curricular clubs run by staff and external providers, both during the lunch hour and after school. These include, amongst others: Football, Recorder, IT, Sewing, Dance, Multi skills, Art and Choir.

School and Home

Our school is proud of the positive relationship with parents. There is a wide range of opportunities for parents to actively participate in supporting their children at school.

Alongside a programme of meetings, including: parent workshops, Meet the Teacher, curriculum meetings and topic specific invitations along with our annual "Bring a Dad to School Day" and "Mums and Me" sessions enable parents to become fully involved in school life. All are very well supported and enjoyed by all concerned.

Parents and local businesses regularly support enrichment activities through, for example, assemblies, sharing their religious celebrations, gardening, and visiting local shops to purchase ingredients to make soups.

We keep everyone up to date with our Friday Bulletin, which is sent out weekly to all parents. This weekly email includes an overview from each year group of learning for that week, as well as upcoming events, diary dates and celebrations.

Friends of Fair Oak Infant School (FoFOIS)

FoFOIS are very active in fund raising and have contributed to purchasing many computers and iPads, hundreds of books, shelters in the playground, our cookery room redevelopment and, most recently, playground equipment

The Governing Body

The Governing Body are fully committed to their role and work hard to support the leadership team to maintain the high standards already being achieved within the school. They aim to provide regular updates for parents during the year to give an insight into the work Governors do and to demonstrate how they continually strive to further improve the school.

Governors make visits to school in order to monitor and evaluate the key targets identified by the strategic plan, and to ensure the effective use of resources.



Community

Fair Oak Infant School works closely with the other schools within the Wyvern Cluster and regularly shares ideas and practices. In addition, there are strong active links with local pre-schools.

We also participate in cluster events such as sports tournaments and an annual music festival.

We have established strong links within the local community and currently work with St Thomas Church and local businesses to enrich the curriculum and provide additional opportunities for our children.

Pupil Voice

Our pupils' views and well-being are at the heart of our school and therefore particular emphasis is put on providing opportunities for pupils to develop their role in the school and their sense of responsibility.



Job Description
Higher Level Teaching Assistant
at Fair Oak Infant School

POST: Higher Level Teaching Assistant (to work in any year group across the school)

SALARY: Grade D

JOB PURPOSE: To ensure high quality teaching, effective use of resources and the highest standards of care, learning and achievement for all children, in the absence of the class teacher.

KEY TASKS:

PURPOSE OF THE JOB

To complement teachers' delivery of the Early Years Foundation Stage Curriculum and National Curriculum and contribute to the development of other support staff, pupils and school policies and strategies.

To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources.

To provide cover for PPA time, Year Leader leadership time, Subject Leader leadership time, teachers attendance at courses and during the short-term absence of teachers.

To provide support for pupils, the teacher and the school in order to raise standards of achievement for all.

Main Duties

Planning

Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/work plans.

Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need.

Teaching and Learning

Within a pre-determined lesson framework, teach whole classes.

Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils.

Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities.

Be familiar with lesson plans, children's targets and learning objectives.

Promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom.

Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others.

Organise and safely manage the appropriate learning environment and resources.

Promote and reinforce children's self esteem and independence and employ strategies to recognise and reward achievement of self-reliance.

Monitoring and Assessment

With teachers evaluate pupils' progress through a range of assessment activities.

Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.

Monitor pupils' participation and progress and provide constructive feedback to pupils



in relation to their progress and achievement.

Assist in maintaining and analysing records of pupils' progress.

Mentoring, Supervision and Development

Manage teaching assistants and undertake induction, training and mentoring for other teaching assistants as required.

Assist teachers in offering mentoring support and guidance to other teaching assistants undertaking formal training.

Support and guide other less experienced teaching assistants' work in the classroom when required and lead training for other teaching assistants.

Contribute to the overall ethos, work, aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.

Behavioural and Pastoral

Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.

Understand and implement school child protection procedures and comply with legal responsibilities.

Assist in maintaining good discipline of pupils throughout the school and escort and supervise pupils on planned visits and journeys.

Provide support and assistance for children's pastoral needs, for example, dressing, caring for sick, injured or distressed children.

Supervise pupils in the playground; plan and organise playtime activities.

Other

To take responsibility for / lead on an area across the school or within a Year Group.

To promote the safeguarding of children.

To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.

Any other duties required by the Headteacher, which is within the scope of this post.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request by the Headteacher to undertake a similar level that is not specified in this job description.



Higher Level Teaching Assistant— Person Specification

	Essential	Desirable
QUALIFICATIONS	Qualified HLTA Status or equivalent English and Maths GCSE Grade C or equivalent	Good Honours Degree Evidence of continuing professional development First Aid Training
PROFESSIONAL ATTRIBUTES	Experience of working as a Higher Level Teaching Assistant in Foundation Stage and / or Key Stage One Experience of working with children with Special Educational Needs – one to one and in small groups Knowledge of a range of strategies to establish a purposeful learning environment and to promote good behaviour Knowledge of the key factors that affect the way pupils learn Excellent communication and interpersonal skills, both verbal and written. Demonstrates effective teamwork Adopts high expectations of behaviour and effective behaviour management strategies Has high expectations for self and children Ability to make effective personalised provision for those they teach.	Have a secure knowledge and understanding of the Early Years Foundation Stage Curriculum and Key Stage One, including Assessment Procedures.
PROFESSIONAL SKILLS	Ability to work one to one, in small groups and with whole classes (30 children) Ability to contribute effectively to teachers' planning and preparation of lessons Ability to contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests Ability to support teachers in evaluating pupils' progress through a range of assessment activities Ability to contribute to the maintenance and analysis of records of pupils' progress Ability to communicate effectively and sensitively with pupils to support their learning Ability to guide the work of other adults in the learning environment Ability to liaise sensitively and effectively with parents, recognising their roles in pupils' learning Evidence of consistently good teaching Ability to work effectively in a team A confident and competent user of IT with the knowledge and ability to use IT effectively to engage pupils Excellent behaviour management skills	Evidence of outstanding teaching The ability to offer an extra-curricular activity Experience of leading an element of school life



**PERSONAL
QUALI-
TIES AND
VALUES**

A willingness to learn and develop new skills

A commitment to ensuring children become: *successful learners*, who enjoy learning, make progress and achieve; *confident individuals*, who are able to live safe, healthy and fulfilling lives; and *international citizens*, who make a positive contribution to society.

A desire to make a difference to the lives of young children

Effective organisational skills

The ability to work independently and collaboratively as a member of a team

Ability to work to deadlines

To work proactively

Has a caring nature and shows a natural rapport with young children

Willingness to be involved in the wider life of the school

Resilience and a sense of humour





Fair Oak Infant School

Botley Road

Fair Oak

Eastleigh

Hampshire

SO50 7AN

023 8069 2207

www.fairoakinfant.co.uk

@FairOakInfant