

Job Description

Post Title: Lunchtime Supervisor

Contract: Permanent, Term-Time Only

Line Manager: Headteacher

Pay Range/Grade: Band 3, SCP2

Location: Horton Park Primary School

Hours of work: 7.5 per week

GENERIC INTRODUCTION:

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. This school is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
4. This school is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

PRIME OBJECTIVES OF THE POST:

Contribute to the successful delivery of the service in accordance with the relevant guidelines, policies and procedures

To support children's development at lunchtimes

To supervise and ensure the health and safety of children throughout the lunchtime break

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To encourage children to treat each other with respect and to follow school's behaviour policies at all times

May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description

KNOWLEDGE AND SKILLS:

(See Personnel Specification)

EFFORT DEMANDS:

- Will work under supervision and on occasion under own initiative, working to the priorities/instructions set by the Line Manager/SLT, identifying any issues and reporting as appropriate.
- To contribute to the overall ethos/work/aims of the school, working courteously and co-operatively with all colleagues.
- To participate in, in-school training and other training programmes as required, and maintain personal and professional development in order to meet the changing demands of the post.

RESPONSIBILITIES:

- Supervision of children throughout lunchtime including supervision of hand washing and toileting as necessary; ensuring their safety and encouraging good hygiene whilst having regard for school policies on behaviour/health and safety as well as using some initiative when dealing with unexpected situations for example: sickness etc...
- Supervision of the Dining Hall and other designated areas, both inside and outside where pupils play/congregate during lunchtime, encouraging children to play and help with play activities.
- Dealing with minor problems and reporting persistent behaviour concerns to the SLT member on duty.
- Dealing with minor accidents and report serious incidents to the SLT member on duty as soon as possible whilst following the schools accident procedures. Access to First Aid equipment and walky talky will be given.
- Report any serious incidents involving children to the SLT member on duty immediately.
- Assist children in the dining hall and uphold the school behaviour policy and expectations.
- Leaving the Dining Hall and other designated areas in a tidy condition (wiping tables, removal of spillage etc).
- If any disclosures are made, to follow the school safeguarding policies and procedures.

- Responsible for general school and dining room equipment, school premises and property.
- Responsible for reporting building maintenance in accordance with health and safety.
- Communicate effectively with the children.

SPECIAL CONDITIONS OF SERVICE:

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

OTHER CONSIDERATIONS

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Designated Safeguarding Lead.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.



Person Specification

Area of specification	Essential/ Desirable	Method of Assessment
<p>QUALIFICATIONS</p> <ul style="list-style-type: none"> • Be able to demonstrate the ability to work at level 1 literacy and numeracy. 	E	Application and interview
<p>EXPERIENCE</p> <ul style="list-style-type: none"> • Experience of working in a similar role, preferably within a school environment. • Experience of working in a team situation. • Experience of working with children of appropriate age/children with special educational needs. • Provide evidence of having previously spoken fluently to all stakeholders 	E E E E	Application and interview
<p>KNOWLEDGE/SKILLS/ABILITIES (Core competencies)</p> <ul style="list-style-type: none"> • Have an understanding of the needs of children during lunchtime with an appreciation for their requirements in play situations and in an eating environment. • Have an awareness of Health and Safety issues relevant to lunchtime in a school environment. • Have a neat and organised approach to work. • Be willing, courteous and able to work both using your own initiative and in a team. • Respect confidentiality. • In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level. 	D E D D E E	Application and interview
<p>PERSONAL QUALITIES</p> <ul style="list-style-type: none"> • Be committed to raising standards. • Be someone who can create an atmosphere in which children can thrive and succeed. • Have excellent interpersonal skills. • Effective communication and organisation skills. 	E E E E	Application and interview

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract



changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

Signature of post holder _____ **Date** / /

Signature of Chief Executive Officer _____ **Date** / /

