

JOB DESCRIPTION

Job Title:	Lunchtime Supervisor
Hours:	Part time
Contract:	Permanent
Disclosure Level:	Disclosure Barring Service – Enhanced Certificate
Responsible to:	Lead Lunchtime Supervisor
Liaison with:	Internal - all school teaching & support staff, and students

Job Purpose:

As part of a team assisting the Lead Lunchtime Supervisor(s)/Leadership Team in securing the safety, and welfare of pupils during the midday break. This will involve effective supervision of pupils in and about the premises and site(s) of the school

Principle Duties

- Supervision and control of pupils in the dining hall.
- Supervision and control of pupils in the playground and about other school premises
- Associated ancillary duties

Main Duties and Responsibilities (as appropriate to nature/phase of school)

- Supervision and control of pupils in the dining hall including
- Where appropriate, assist/supervise pupils with their general hygiene requirements
- Organising dinner queue and entrance of pupils into dining hall and from dining hall to playground; ensuring good behaviour and calm atmosphere. Dealing with any bullying/fighting/unruly behaviour that may occur by intervention or calling for assistance, reporting incidents to the Leadership Team/Lead Lunchtime Supervisor(s) according to severity of incident
- Directing pupils to seats, deciding on seating arrangements, separating problem pupils where necessary
- Encouraging pupils to eat (including those with packed lunches) especially those with special needs or disabilities
- Being aware of pupils on special or restricted diets for medical reasons from information provided at the school
- Encouraging social skills and good table manners, ensuring safety with cutlery. Ensuring pupils tidy/clear up in a satisfactory manner
- Cleaning up/reporting spillages
- Dealing with any medical issues and ensuring pupil goes to the medical room if appropriate

- Sharing responsibility with other Lunchtime Supervisors and/or teacher for the maintenance of order and discipline in the dining hall area.
- Supervision and control of pupils in the playground and about other school premises, including:
- Supervision and control of the school site boundaries during lunch break to ensure children do not leave the site without permission/authorisation. Check on any strangers who may enter school premises in accordance with school guidelines, be observant of any loiterers and report to the Leadership Team /Lead Lunchtime Supervisor(s)
- Direction of pupils to the school grounds and supervision of their activities and behaviour, ensuring their safety and wellbeing, providing emotional support where necessary
- Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc.
- Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school
- Reporting any bad behaviour, assaults, carrying of weapons/banned substances by pupils to the Leadership Team / Lead Lunchtime Supervisor(s)
- To take appropriate action, in accordance with the school policy, in the event of behaviour issues during the lunch period
- Ensuring in accordance with instructions given that all pupils return to the care of teachers at the end of the lunch period

Associated Ancillary Duties

- Checking toilet areas regularly for signs of pupil smoking/vandalism, blockage of toilets/wash basins and to ensure pupils are not loitering or playing in toilet areas. Reporting any damage or blockages to Site Team
- Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the School's agreed procedures
- Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism etc. in accordance with agreed procedures
- Assist with cleaning the dining hall at the end of lunchtime.

Child Protection

- To have due regard for safeguarding and promotion the welfare of children and young people and to follow the child protection procedures adopted by the school
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes in to contact with
- To ensure all tasks are carried out with due regard to Health and Safety.
- To undertake appropriate professional development including adhering to the principle of performance management
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parents evenings
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school

Meetings

The postholder will be required to attend appropriate school meetings, including;

School Support staff meetings

Whole school meetings as appropriate

Such other meetings and working parties as the Leadership Team / Lead Lunchtime Supervisor(s) may require

Supervision received

Supervising Officer: Job Title: Lead Lunchtime Supervisor(s)

Level of supervision: Left to work within established guidelines subject to scrutiny by supervision

Conditions of Employment

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation).

Safeguarding and Data Protection

Work within the requirements of Data Protection legislation at all times.

Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.

Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.

Embed a safeguarding culture within the Science team, ensuring they follow safeguarding procedures.

Additional conditions

- Create and maintain positive and supportive relationships with staff, parents, business, community, and all stakeholders.
- The post-holder will be expected to undertake any appropriate training provided by ATLP to assist them in carrying out any of the above duties.
- The post-holder will be required to promote, monitor, and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct.
- To attend meetings, training days and CPD sessions.
- To be an effective team player and support the functions of the ATLP.
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice.

- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Disciplinary Policy.
- To take responsibility for becoming familiar with academy policies and abide by them.

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order
<https://www.gov.uk/government/collections/dbsfiltering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

Person Specification: Lunchtime Supervisor

Method of Assessment: **AF – Application form I – Interview T – Test**

CRITERIA		M.O.A.
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working in a school or educational setting • Knowledge of safeguarding policies and procedures • Knowledge of Health and Safety in the workplace 	AF/I/T
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Flexible and an adaptable person with the ability to work as part of a team • Ability to deal with the public and parents tactfully and courteously • Ability to establish and maintain cooperative and effective working relationships • Ability to communicate with children, parents and staff effectively • Ability to carry out oral and written instructions • Ability to use materials and equipment safely and effectively 	AF/I/T
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Committed to and able to promote the aims of the school and the values of the school and the Trust • Willingness to share expertise, skills, and knowledge 	AF/I
CONTRA INDICATION	<ul style="list-style-type: none"> • Positive Disclosure relating to young people or vulnerable adults 	AF/I