

LUNCHTIME SUPERVISOR

Job Description and Person Specification



OVERVIEW

The lunchtime supervisor, working as part of a team of three, will assist teaching staff with monitoring pupils during lunchtime and ensuring the wellbeing and safety of pupils, in line with the school's policies and procedures.

PRINCIPAL ACCOUNTABILITIES

- Offering care and support throughout lunchtime - both in the dining hall and playground
- Being responsible for the wellbeing and social interaction of pupils during lunchtime
- Assisting in the domestic care and welfare of pupils at meal times
- Promoting high standards of behaviour
- Demonstrating flexibility in relation to covering different areas of the school
- Assisting in the supervision of other activities during lunchtime including the setting out and storing of relevant equipment
- Ensuring that the outside and inside areas are left tidy for the afternoon session
- Reporting any incidents and accidents that occur during lunchtime to senior staff in line with school policies and procedures
- Being watchful of any potentially hazardous situation e.g. slippery floors etc and reporting concerns to the relevant staff member

- Attending and participating in training and development courses as required.
- Attending meetings, liaising and communicating with colleagues in school.
- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the school.

Professional Values and Practices:

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
- In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within the school's policies and procedures and being aware of legislation

relevant to personal role and responsibility in the school.

- Recognising equal opportunities issues as they arise in the school and responding effectively, following school policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.
- Promoting and safeguarding the welfare of the children and young people that they are responsible for, or come into contact with.

PERSON SPECIFICATION

In common with all employees of the school, the post-holder will:

- Share the motivation to work with children and young people.
- Have the ability to form and maintain appropriate relationships and personal boundaries with children and young people.

GENERAL

- To work towards and support the School's vision and objectives.
- To work within the School's health and safety policy to ensure a safe working environment for staff, students and visitors.
- To work within the School's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality and appearance and to conduct positive, courteous relations with pupils, parents and colleagues.
- Undertake other reasonable duties related to the job purpose as required from time to time.
- You will be expected to fulfil any reasonable request made by the Head Teacher
- All staff are required to adhere to the School's Safeguarding Policy at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the School, these concerns must be reported to the School's designated Safeguarding Lead.
- This job description is not exhaustive and will be reviewed as part of the appraisal process. It may be subject to modification or amendment at any time after consultation with the post holder.

ADDITIONAL INFORMATION

This is a term-time only position.

The hours are Monday to Friday, 12.15pm to 2.15pm.

Salary is £10.00 per hour.

Outstanding lunches are provided during term time only and are free of charge.

AGREEMENT

This job description will be agreed between the post holder and the manager to whom he / she is accountable to. It may be reviewed in light of experience, changes and developments.

All employees are responsible for ensuring they attend the relevant mandatory training as agreed with their manager. It is the employee's responsibility to ensure they follow the latest version of all policies and procedures which apply to them.