



Job Description

Role	Lunchtime Supervisor
Tenure	Term time and Permanent
Grade	1
Hours	5 per week for 38 weeks
Salary range	£1,634.39 - £1,686.31 per annum

Main purpose of role

Accountable for ensuring, individually or as part of a team, the welfare and safety of children remaining within the school grounds or buildings during lunchtimes. To ensure there is a safe environment (eg by reporting broken glass or potential health & safety matters to the Site Manager), demonstrating a professional manner and respecting confidentiality at all times (ie not discussing school matters outside the school).

Main responsibilities and tasks

1. Dealing effectively with any issues during lunchtimes (ie resolving pupil problems firmly and avoiding conflict, whilst always treating individuals with respect).
2. Using initiative in monitoring events occurring on the school premises and grounds.
3. Maintaining a written notebook of significant events.
4. Reporting any relevant behavioural matters to the Head or Deputy, prior to leaving the school site.
5. Reporting any injuries to children to the designated first aider and ensuring that all accidents are correctly entered into the Accident Book.
6. Complying with the requirements of the Health and Safety at Work Regulations and the School Health & Safety Policy.

Outdoor

1. Supervising children on the school premises and grounds.
2. Becoming actively involved in managing children's play activities (ie organising outdoor games equipment / supervising pupils' games).
3. Recognising and avoiding potential areas of conflict, ensuring that all parts of the play areas are fully supervised at all times (ie working to the plan agreed with the Deputy Head).
4. Watching for and reporting intruders on the school site during periods of duty.
5. Supervising classrooms during wet lunchtimes, to the agreed rota.

Indoor

1. Managing and controlling the orderly entry to and exit from the dining hall.
2. Supervising children who use catering facilities, supporting good table manners.
3. Undertaking ancillary duties (ie setting up and clearing away tables, dining chairs and dining areas, clearing spills and breakages etc).
4. Supporting duty teaching staff in maintaining an orderly and purposeful atmosphere in the dining hall.



Additional Tasks

1. Carrying out any other relevant tasks as directed by the Headteacher or Line Manager.
2. Being prepared to provide cover for inside/outside duties on request.



Person Specification

Factors	Essential criteria	Desirable criteria
Qualifications and training		GCSE English & Mathematics grade C or above; Holds further qualifications Is trained, or is willing to undertake training as a First Aider.
Skills, knowledge and aptitudes	Ability to support pupils through fluent and accurately spoken English; Have a patient & a fair-minded approach; Has a sense of humour and deals with difficult situations in a calm & sensitive manner; Maintains confidentiality at all times; Promotes equality of opportunity; Commitment to collaborative & co-operative working; Able to act upon advice & feedback and has the ability to adapt their work where benefits are identified; Able to work closely & supportively with other colleagues as part of a team; Knows & understands relevant safeguarding requirements, can identify & support pupils affected by changes or difficulties in their personal circumstances; Takes every opportunity for personal & professional growth & is willing to share new skills and ideas with colleagues.	
Experience		Previous successful experience in working in a school environment or educational setting.



<p>Personal attributes</p>	<p>Effective communication skills; Works well with others, recognises & respects the contributions of colleagues, parents/carers & pupils; Holds positive values & attitudes and adopts high standards of behaviour in their professional role; Able to follow school policies & procedures for working practices and behaviour management; Actively committed to collaborative working with colleagues as part of a wider school team.</p>	
<p>Special Requirements</p>	<p>A reasonable level of fitness is required as the job involves standing, walking & bending, both inside the school & outdoors in the playground, often in cold weather; Satisfactory Enhanced Disclosure & Barring Certificate.</p>	

Date prepared: 12 December 2018

