Job Description

Post Title: **Lunchtime Supervisory Assistant**

Scale: **NJC Scale 2.3**

Job Purpose
To work with pupils under the direction of the Headteacher during the lunch break in the hall, classroom and cloakroom areas and the playground/field.
Major Tasks
• To follow appropriate school policies and guidelines (e.g. behaviour). • To supervise pupils to and from the dining area as required. • To provide support and supervision for pupils when eating their lunch i.e. supervise the clearing of plates, wiping up of tables etc. • To supervise pupils in the play areas, corridors, toilets, classrooms during wet lunchtimes etc. to ensure pupil safety and well-being. • Direct pupils to first aiders if injured • Lead pupils in play based activities in the play areas. • Inform the Headteacher or nominated First Aider of serious injuries or illness. • Report any behavioural difficulties to the Headteacher or in extreme cases send another child to collect either the Senior Lunchtime Supervisor or the Headteacher. • Be aware of and comply with policies and procedures relating to child protection, health, safety and security, and data protection, reporting all concerns to an appropriate person; • To attend, where necessary, professional development training courses and meetings for Lunchtime Supervisors. • To carry out any other duties of a supervisory nature as designated by the Headteacher
Contacts & Relationships
• Headteacher – Periodic checks to ensure standards are maintained and to keep informed of any on-going strategic issues. • Senior Leadership Team – Periodic checks to ensure standards are maintained and to keep informed of any on-going strategic issues. • School Business Manager – periodic checks to ensure standards are maintained and to deal with day to day personal issues including, staff leave, contracts and absenteeism and to keep informed of any on-going strategic issues. Information and communication received should be acted upon and responded to appropriately. • Colleagues – Any service related issues which may arise. • Cleaning Team - Any service related issues which may arise. • Contractors - Any service related issues which may arise. • Visitors - Periodic checks to ensure standards are maintained, observational visitors, new parent tours. • Parents - Any service related issues which may arise. • To supervise pupils to and from the dining area as required. • To provide support and supervision for pupils when eating their lunch i.e. supervise the clearing of plates, wiping up of tables etc.

- To supervise pupils in the play areas, corridors, toilets, classrooms during wet lunchtimes etc. to ensure pupil safety and well-being.
- Lead pupils in play based activities in the play areas.
- To attend, where necessary, professional development training courses and meetings for Lunchtime Supervisors.
- To carry out any other duties of a supervisory nature as designated by the Headteacher

Creativity

- To be creative and committed to making lunch-time play interesting and fun.
- Undertake structured and agreed play activities and adjusting activities according to pupil responses.
- Create and maintain a purposeful, orderly and supportive environment

Decisions

- To follow appropriate school policies and guidelines (e.g. behaviour).
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, and data protection, reporting all concerns to an appropriate person

Management & Supervision

- No management or supervisory responsibilities

Supervision Received

- Responsible to the Headteacher and Senior Activity Leader
- Inform the Headteacher or nominated First Aider of serious injuries or illness.
- Report any behavioural difficulties to the Headteacher or in extreme cases send another child to collect either the Senior Lunchtime Supervisor or the Headteacher.

Complexity

- The post holder will demonstrate a knowledge of school policies and procedures concerning the supervision of children before and after school
- You will complete a range of routine work with some variation in line with the contract specification.

Resources

- Role deals with confidential personal/sensitive information relating to children
- Prepare, maintain and use equipment/resources required to meet the activities and assist pupils in their use

Impact

- The post holder will be assisting with supervising children
- Ensuring good behaviour and welfare requirements are maintained at school that keep children safe
- Provide role models and support parents to develop good practices with regard to their child's behaviour. Consistent behaviour strategy results in children managing good behaviour

Physical Demands

- To be working outdoors all year round in various weather conditions.
- To maintain good general health and mobility to support children indoors and outdoors when standing, sitting or moving

Working Environment

- The post holder will assist with the supervision of children during lunchtimes inside school and in the outside environment all year round
- Be able to work as part of a successful, hard-working, dedicated team

Emotional Context

- To be aware of personal stress levels and alert senior staff if issues arise

- To occasionally deal with emotional / distressing information arising from unforeseen circumstances, i.e. safeguarding disclosures, illness related to children and families, this will then be forwarded to the Designated Safeguarding Lead and Safeguarding Officers.

Other

The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.

The postholder will be expected to attend a Paediatric First Aid Course.

The postholder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.

The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations.

This school is committed to safeguarding children and young people. Online checks will be carried out for all candidates invited to interview following the guidance in Keeping Children Safe in Education 2023. The successful candidate will also be subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check along with other pre-employment checks.

Visits to the school are welcome, please email contact the Business Manager on 01952 386260 or jayne.oconnell@taw.org.uk

You can also view more information about our school by visiting our web page at: https://www.stmatthewscofe.com/

The role is covered by part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Fluency Duty

- This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure members of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role.
- This post has been assessed as requiring C1 level under the Common European Framework of Reference for Language (CEFR)
- Can understand a wide range of demanding, longer clauses, and recognise implicit meaning.
- Can express ideas fluently and spontaneously without much obvious searching for expressions.
- Can use language flexibly and effectively for social, academic and professional purposes.
- Can produce clear, well structured, detailed text on complex subjects, showing controlled use of organisational patterns, connectors and cohesive devices.

More information is available at : http://ecouncil/Fluency/Pages/default.aspx

This school is committed to safeguarding children and young people. A google search will be carried out for all candidates invited to interview following the guidance in Keeping Children Safe in Education 2024. The successful candidate will also be subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check along with other pre-employment checks.

Criminal Convictions

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Should you be shortlisted for interview you will be asked to declare on a separate form whether you have any convictions or cautions that are not "protected" in line with this legislation. Further information on the filtering of these cautions and convictions can be found in the DBS filtering guide.

Online Checks

In line with the Statutory Guidance Keeping Children Safe in Education, an online check will be undertaken for all shortlisted candidates prior to the interview.

Someone who is not on the interview panel will undertake this search and only share information obtained with the panel should this have potential implications around your suitability to work with children.

The panel may ask you specific questions about any information obtained via this online search if appropriate.

All information given/obtained will be treated as strictly confidential and will be stored securely.

Please see the job description, person specification, safer recruitment and CP and Safeguarding policies for further details.

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Person Specification

Criteria	Standard
Qualifications	• None required • Current First Aid qualification (desirable)
Experience	• Experience of supervising children as a parent or carer • Experience of working with groups of children on a voluntary or paid basis (desirable)
Knowledge	• Knowledge and understanding of managing the behaviour of groups of children • Knowledge and understanding of child development and social interaction (desirable) • Knowledge and understanding of the value of constructive play opportunities (desirable)
Skills	• Ability to: o Work as part of a group and individually o Inspire trust and confidence in children o Encourage high standards of pupil behaviour at all times o Observe the boundaries of the role and respect confidential information o Initiate games and activities appropriate to the age of the children o Relate to children on their level o Remain calm in a crisis o Communicate effectively (both orally and in writing) to an appropriate standard (desirable) o Recognise behaviour giving cause for concern and inform teaching staff (desirable)
Personal style & behaviours	• Calm • Creative • Empathetic • Organised • Patient • Resourceful • Tolerant

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This post has been assessed as requiring **B1** level under the Common European Framework of Reference for Language (CEFR).

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We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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Type of criminal records checks required for this post	Ticked as required
None	
Basic Disclosure	
Standard Disclosure	
Enhanced Disclosure	✓
Working with Adults - Regulated Activity	
Working with Children - Regulated Activity	

Information on types of criminal records checks is available at:

https://www.gov.uk/disclosure-barring-service-check