**Lunchtime Supervisor**

**Job Description**

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| **Job Purpose** |
| To work under the direct instruction of teaching/senior staff, on the playground, in the hall or in the classroom with the lead supervisor. To support access to meaningful play for pupils and provide general support to the lead supervisor in the management of pupils and the lunchtime play spaces. |
| **Major Tasks** |
| * Maintain standards of care and positive behaviour management throughout the lunchtime in accordance with expectations normally existing within school * Supervise in the service of food and clearing away in the dinner hall |
| **Contacts & Relationships** |
| * Attend to the pupils’ personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters * Supervise and support pupils ensuring their safety and access to play * Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs * Promote the inclusion and acceptance of all pupils * Encourage pupils to interact with others and engage in activities * Initiate play * Encourage pupils to act independently as appropriate * Prepare play areas as directed for lunchtimes and clear afterwards * Be aware of pupil additional needs and support appropriately report to the lead supervisor or teacher as agreed * Support the lead supervisor in managing pupil behaviour, reporting difficulties as appropriate * Support pupils to understand instructions * Appreciate and support the role of other professionals * Attend relevant meetings as required – half termly, along with CPD packages eg, initiating play * Participate in training and other learning activities and performance development as required * Accompany teaching staff and pupils on visits, trips and out of school activities as required |
| **Creativity** |
| * Undertake pupil record keeping linked to first aid or concerns forms |
| **Decisions** |
| * Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person * Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop * Contribute to the overall ethos/work/aims of the school |
| **Management & Supervision** |
| * No management or supervisory responsibility |
| **Supervision Received** |
| * Ongoing monitoring and feedback from Senior LTS and Senior Management Team |
| **Complexity** |
| * Monitoring of pupil welfare and behaviours at lunchtime |
| **Resources** |
| * Prepare and maintain equipment/resources as directed by the lead supervisor and assist pupils in their use |
| **Impact** |
| * Keeping pupils active and engaged at lunchtimes |
| **Physical Demands** |
| * The level of physical demands would be that expected of a typical role in the dinner hall and on the playground such as standing, walking and engaging in play activities. There may be the occasional demand for more than this. However, this would not be a typical or significant part of the job |
| **Working Environment** |
| * In the main this post works in the environmental equivalent to working in both the dinner hall and outside playground in terms of heat, ventilation and lighting. Exposure to adverse weather conditions when prevalent will be experienced |
| **Emotional Context** |
| * The emotional strain or distress this role is expected to face would be limited however there may be times when the post has contact with information that may be upsetting. However, this would be incidental and it would not be a formal part of the job to deal with this information |
| **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 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. |

**Person Specification**

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| **Criteria** | **Standard** |
| **Qualifications** | * Good numeracy/literacy skills * Participate in development and training opportunities |
| **Experience** | * Working with or caring for children of relevant age |
| **Knowledge** | * Appropriate knowledge of first aid * Use basic technology – computer, video, photocopier |
| **Skills** | * Ability to relate well to children and adults * Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these |
| **Personal style & behaviours** | * Empathy and patience * Good organisational skills |
| **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 member 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 holder will demonstrate that they:   * Can understand and interact with a degree of fluency and spontaneity * Can produce stretches of language with a fairly even tempo * Can adjust to the changes of direction, style and emphasis normally found in conversation. |

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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 | X |
| 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>