**LUNCHTIME SUPERVISOR**

**Evaluated Grade Scale 1**

**Job Description**

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| **Job Purpose** |
| To be responsible, under the direction of the headteacher and members of the senior leadership team for securing the safety, welfare and good conduct of pupils during the lunch time period in accordance with the practices and procedures of the school and of the Local Authority. |
| **Major Tasks** |
| * To supervise the children during their lunch and lunch break (including individuals when necessary). * To include all relevant indoor and outdoor areas that the children occupy during their lunch time and lunch break. * To monitor children whilst they eat their lunch and be a strong advocate of good table manners. * To monitor children whilst they move out of the dining hall for the remainder of the lunch break to ensure safe play activities. * To monitor children visiting the toilet and washing hands. * To encourage good social skills, taking a positive lead in organising games and activities e.g. circle games, skipping rhymes, and use of playground equipment. * To supervise the pupils at the end of the break to ensure an orderly return to their classes. * To undertake First Aid duties (training will be provided). * To carry out any other reasonable duty in connection with the supervision of children during the school lunch period as required by the headteacher and members of the senior leadership team. * To work as part of a team under the direction of the Headteacher and members of the senior leadership team. |
| **Contacts & Relationships** |
| * To interact with the children, and to pass on any relevant information regarding events during the supervision period to the headteacher, members of the senior leadership team, teaching staff or support staff within school. |
| **Creativity** |
| * As requested by the headteacher, members of the senior leadership team, or teaching staff, the post holder will be required to undertake their routine duties in order to address specific requirements of the role. * The post holder will also need to answer routine queries from children, members of the senior leadership team, teaching and support staff as necessary. |
| **Decisions** |
| * Decisions of a routine nature will be made within the duties of the role, but decision making responsibilities will be the remit of the headteacher, members of the senior leadership team or teaching staff. |
| **Management & Supervision** |
| * This post has no management or staff supervisory responsibilities |
| **Supervision Received** |
| * The post holder will be managed by the headteacher and members of the senior leadership team who will have responsibility for checking the post holder’s work on a day to day basis. |
| **Resources** |
| * Any resources needed to undertake post holder duties are provided by school. |
| **Complexity** |
| |  | | --- | | * To carry out the supervision of children, reporting any events during on-duty periods to the relevant senior school staff. The post holder will be required to work as part of a team but may occasionally be required to carry out a specific task as directed by the headteacher or members of the senior leadership team. | |
| **Physical Demands** |
| * The level of physical demand would be limited to the carrying of light play equipment. Occasionally there may be a demand for more than this, however, this would not be typical of this post. |
| **Working Environment** |
| * Conditions in respect of heat, light and ventilation would be those related to mainly working outdoors on the playground, school field and in the school hall, with the occasional classroom environment. On occasion, the post holder may be exposed to changes in conditions when travelling to and from classrooms and from inside to outside environments. |
| **Emotional Context** |
| * The emotional strain this post is expected to face would be limited, however, there may be occasions when the post holder may be exposed to information they may find upsetting, this would not be a formal part of this role. |
| **Other** |
| * 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 a member of the senior leadership team. * Be aware of and support diversity to ensure all pupils have equal access to opportunities to learn and develop. * Contribute to the overall ethos/work/aims of the school. * Appreciate and support the role of other professionals. * Attend relevant meetings as required. * Participate in statutory training, learning activities and performance development as required. Training and learning activities are often held outside the usual working hours for this post. (Extra hours incurred will be paid). * The post holder will be expected carry out any other duties that are within the scope, spirit and purpose of the job, commensurate with the grade. * To support the Catholic ethos of the school. * The post holder will be expected to actively follow the school and Telford & Wrekin Council’s policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc. * The post holder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations. |

**Person Specification**

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| **Criteria** | **Standard** |
| **Qualifications** | * No formal qualifications are required but the post holder must have a reasonable level of communication skills, literacy and be able to write short reports. * Training on First Aid programmes would be an advantage, or a willingness to undertake such training is necessary. |
| **Knowledge** | * Have awareness at all times of child protection and safeguarding issues. * Health and safety. |
| **Experience** | * Experience of working with children in a similar role would be beneficial * An awareness of how to deal with children of different ages. |
| **Skills** | * The ability to work under the instruction of the headteacher and members of the senior leadership team. * The ability to work as part of a team but also independently if required. * The ability to maintain a quiet atmosphere while children collect and eat lunch. * The ability to be sympathetic to the individual needs of children in the school whilst supporting the school discipline system. * The ability to encourage children to adopt appropriate eating habits/manners. |
| **Personal style & behaviours** | This post brings the post holder into considerable contact with the children. It is essential that the post holder:     * Is sympathetic to the individual needs of children in the school. * Shows an awareness of how to deal with children of different ages. * Can support the school discipline system. * Has awareness at all times of child protection issues, informing the Designated Safeguarding Lead team members as the named persons of any concerns that they might have. * Is trained on First Aid programmes or has a willingness to undertake such training is necessary. * Is punctual, courteous, encouraging and vigilant. * Is appreciative and supportive of the role of other professionals. * Can develop good relationships with others by behaving with integrity, treating people with respect and leading by example. |

The above is a statement of specific duties and responsibilities but you will also be required to perform any other reasonable tasks as directed by the headteacher and members of the senior leadership team.

At all times you are responsible to the headteacher and members of the senior leadership team, and you are also accountable to the class teachers with whom you work.

This job description will be reviewed annually but may be amended at any time following consultation between the headteacher, senior leadership team and the post holders in this role.

Holidays are not to be taken during school term time. Please refer to your statement of particulars of employment. PD Days are at the request of the headteacher and if you are requested to work outside of your contracted days and hours, you will be paid for this time at the appropriate rate.

This post has been identified as a customer facing role and therefore the Council is required to fulfil the remit of the fluency duty. 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.

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 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>