**ARCHBISHOP TENISON’S C.E SCHOOL**

**APPOINTMENT OF LUNCHTIME SUPERVISOR**

**Job Description**

**Job Title:**  Lunchtime Supervisor

**School:** Archbishop Tenison’s CE School

**Hours:** 12.30pm – 13.50 Monday to Friday (6 ¼ hours per week term-time only

**Salary:** Grade1 Point 2 to 3 (£25,854.00 -£26,238.00 (pro rata)

**Location:** Selborne Road, Croydon CR0 5JQ

**Reports to:** Deputy Headteacher

**Responsible for:** Supervising pupils during lunchtimes

**Role and purpose:** Supervise pupils during lunchtimes. Be responsible for the health, safety, conduct and well-being of all pupils. Ensure the smooth running of meal arrangements by anticipating and dealing with any problems.

**Commitment to Diversity:** As a member of the school community to take individual and collective professional responsibility for championing the school's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

**Key Internal Contacts:** Catering Contractors

**Key External Contacts:** Deputy Headteacher/SLT

Staff

Pupils and Students

Visitors

**Financial Dimensions:** Cleaning products and equipment

Dining tables/chairs

**Key Accountabilities and Result Areas:**

**Support for Pupils**

* Ensure that the meal arrangements comply with all school policies and provide a safe environment for pupils, including those with special needs.
* Support pupils in meal arrangements.
* Ensure that the pupils move through school quietly and behave in an orderly way in the dining hall.
* Ensure that pupils eat their meal in a socially acceptable way – talking quietly to pupils either side of them.
* Encourage pupils to be independent in clearing away after a meal. Encourage pupils to keep the floor clean.
* Promote a learning environment within the ethos of the school.
* Establish constructive relationships with pupils and interact with them according to individual needs. Promote the inclusion and acceptance of all pupils.

**Key Accountabilities and**

**Result Areas:**

**Support for the School**

* Prepare, maintain and use resources required to meet requirements.
* Ensure pupils are always supervised and areas are tidied up each day.
* Be punctual and reliable.
* Give detailed and regular feedback to teachers if required
* Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings as required.
* Participate in training and other learning activities and performance development as required.
* 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 responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
* Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time
* Safeguarding pupils and students
* Health and Safety

**Key Accountabilities and Result Areas: Key Elements:**

**Green Statement**

**This will involve:**

* Seeking opportunities for contributing to sustainable development of the borough, in accordance with the School’s Green Commitment. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.
* **Data Protection**
* **This will involve:**
* Being aware of the School’s legal obligations under the Data Protection Act 2018 (the “2018 Act”) and the EU General Data Protection Regulation (“GDPR”) for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
* Treating all information acquired through employment, both formally and informally, in accordance with the Workforce Data Protection Policy.

**Confidentiality This will involve:**

* Treating all information acquired through employment, both formally and informally, in confidence.

There are strict rules and protocols defining employee access to and use of the School’s databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

**Equalities and Diversity**

The School has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination. This includes respecting and valuing the different experiences, ideas and backgrounds others can bring to work and to teams

**Safeguarding This will involve:**

* Displays commitment to the protection and safeguarding of children and young people.
* Values and respects the views and needs of children and young people.
* Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children.

**Key Accountabilities and Result Areas: Key Elements:**

**Health and Safety**

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

**To contribute as an effective and**

**collaborative member of the School Team This will involve:**

* Participating in training to be able to demonstrate competence.
* Participating in first aid training as required.
* Participating in the ongoing development, implementation and monitoring of the service plans.
* Championing the professional integrity of the School
* Supporting Customer Focus, Best Value and electronic management of processes.
* Actively sharing feedback on School policies and interventions

**P e r s o n S p e c i f i c a t i o n**

**Job Title: Lunchtime Supervisor**

**Essential knowledge:**

* Have previous experience of working with secondary school children
* Be reliable in undertaking duties
* Be level headed with a common sense approach
* Be firm but fair in handling situations
* If not a practicing Christian, be in sympathy with the Christian values of a church school.
* Understanding of relevant polices/codes of practice and awareness of relevant legislation.
* Commitment to and understanding of Equal Opportunities.
* Basic understanding of child development and learning.

**Essential skills and abilities**

* Good numeracy/literacy skills.
* Excellent communication skills
* Confidence in dealing with young people, maintaining discipline and motivation.
* Ability to self-evaluate learning needs and actively seek learning opportunities.
* 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.
* Displays commitment to the protection and safeguarding of children and young people.
* Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children
* Participate in development and training opportunities.

**Essential experience:**

* Working with or caring for children of relevant age.

**Special conditions:**

* Enhanced DBS check and Right to Work in the UK