



Batley Multi Academy Trust

Batley Girls' High School
Upper Batley High School
Healey Junior, Infant and Nursery School
Field Lane Junior, Infant and Nursery School
Batley Grammar School

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Ensuring Exceptional Educational Outcomes For All



**BATLEY GRAMMAR
SCHOOL**

JOB SPECIFICATION

Job Title: Lunchtime Supervisor	Grade: 3 plus market rate supplement
Department: Batley Grammar School	Accountable to: Headteacher
Contractual Terms: Term Time Only	Responsible for: N/A
<p><u>Overall Purpose of the Job:</u></p> <p>Working as part of a team to be responsible for the supervision of children on the school site throughout the midday break.</p> <p>To assist in securing the health, safety, welfare and good conduct of children.</p> <p>To support activities and good behaviour in accordance with the practices and procedures of the school.</p> <p><u>Key Duties and Responsibilities:</u></p> <ol style="list-style-type: none">1. Supervision of children on School Premises2. Promoting Positive Behaviour3. Promoting Personal and Social Skills4. Excellent Communication skills5. General <p><u>DUTIES AND RESPONSIBILITIES</u></p> <p><u>1. Supervision of children on School Premises</u></p> <p>1.1 To supervise areas where children congregate during lunchtime, maintaining Health & Safety practices.</p> <p>1.2 Taking account of relevant practices and procedures, to supervise and monitor activity areas, corridors, classrooms etc as required.</p>	

1.3 To supervise children eating their meal on school premises, in specified areas set aside for dining purposes which includes issues such as dealing with spillages.

1.4 To supervise queues of children waiting to enter specified dining areas.

2. Promoting Positive Behaviour

2.1 To encourage positive behaviour through implementation of school's behaviour policies and practice and dealing with incidents as directed.

2.2 To encourage children's understanding and knowledge of the impact of their actions within the remit of Health and Safety.

2.3 Assist within the parameters of school positive behaviour practices and procedures, assist as appropriate to promote the maintenance of Health and Safety.

2.4 To provide information to the Senior Lunchtime Supervisor for the recording of incidents or occurrences.

3. Promoting Personal and Social Skills

3.1 To encourage children to leave all areas in a tidy condition.

3.2 To encourage good relations between children and adults through informal discussion.

3.3 To encourage and develop social skills such as mutual respect and trust.

3.4 To be aware of cultural and social factors which may have an effect on the supervision of the children.

4. Communication

4.1 Excellent communication skills are required for this role.

4.2 A key part of this role is to promote healthy eating and positive social behaviours both in the dining hall and outside.

4.3 To report accidents or other occurrences such as child protection issues immediately to the Designated Safeguarding Lead.

4.4 To liaise with the kitchen staff as appropriate for issues related to lunchtime supervision.

This post is subject to an enhanced check including barred list check with the Disclosure and Barring Service.

Additional Information

- Undertake any such duties commensurate with the post as directed by the Headteacher/teacher in the classroom.
- As part of the wider duties and responsibilities, the teaching assistant is expected to promote and actively support the school's responsibilities towards safeguarding.
- As an essential: A good knowledge and understanding of the Data Protection Act 2018 and a willingness and commitment to ensure compliance of this and any associated data-related legislation.
- Develop and maintain an awareness of mental health issues affecting both colleagues and pupils and in act in a supportive way that helps others and enables them to be open about any issues affecting them.

The following section is the requirements for the job and lists the essential and desirable requirements needed in order to do the job. Applicants will be shortlisted solely on the extent to which they meet these requirements.

Please note:

E = Essential criteria to be able to undertake the job

D = Not essential to undertake the role but would be beneficial

A = Application Form

I = Interview/Assessment process

Criteria		Essential/ Desirable	How Assessed	
Qualifications:	A minimum of GCSE Grade 4 – 9 (A –C) or equivalent in English.	D	A/I	
	Basic food hygiene	D	A/I	
Experience:	Experience of working with children/young people.	D	A/I	
	Experience of encouraging the development of relationships between children/young people.	D		
Knowledge and Statutory Requirements:	The role requires basic knowledge of Trust policies, procedures and practices, and/or knowledge of the operation of any tools and equipment.	E	A/I	
	Some knowledge and interest in Primary education.	E		
	Knowledge of effective cleaning practices and procedures.	E		
Interpersonal & Communication:	The post holder requires good oral communication skills and interpersonal skills to relate to staff, and children.	E	A/I	
	Ability to remain calm under pressure.			
	Confident and enthusiastic.			
Philosophy and Commitment:	Commitment to high standards, best value and continuous improvement.	D	A/I	
	A 'can-do' approach and positive attitude to innovation and change.			
Personal Qualities:	Ability to contribute to effective team working.	E	A/I	
	Effective time management.			
	Ability to work confidentially and with discretion.			
	Excellent organisational skills.			

Working Conditions:

The post holder will have minimal exposure to environmental or people issues.

Main Contacts: Children and staff.

Characteristics of the post:

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced Disclosure and Barring Service Check for Regulated Activity
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

Date Completed: March 2022

Signature of Post holder:

Date:

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This is a description of the job as it exists at present; All Trust Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled candidates. We have tried to do this, but if you have a disability and identify any barriers in the job specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview, etc.