Job Description

This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	**Lunchtime Supervisor**	**Post No**	
School	Castle Bromwich Junior School		
Salary Band/Range	Band A £ 25614 (Actual - £ 4341)		
Responsible to	Midday Supervisor		
Location	CBJS		
DBS Check	Enhanced and Barred List		
Hours	7.5 hours per week, (11.45am- 1.15pm)		

1.	**Job Purpose** **To supervise and ensure the safety and well-being of children throughout the lunchtime period. The school is committed to safeguarding all pupils and expects its employees to share that commitment.**

2.	**Key Responsibilities**

	2.1	**Main Duties**
		• Supervising children and their activities during the lunchtime period in accordance with the policies and practices of Castle Bromwich Junior School. • Being responsible for the welfare of pupils. The job involves some direct impact on the well-being of school children through undertaking tasks that are to their direct benefit and impact directly on their health and safety. • Communicating with staff as directed regarding any incidents involving pupils (e.g. accidents or misbehaviour). • There are recognised procedures covering all the main activities, tasks and duties of the job which is subject to close supervision. • Maintaining an orderly environment in the dinner hall. • Supervising safe and appropriate play. • Dealing with incidents (behaviour or medical) as they occur according to school policy. • Demonstrating a positive and caring attitude towards children and their concerns. • Taking an active role in whole school and personal professional development. • To provide basic first aid • This is not intended to be a complete and exhaustive list of duties and responsibilities attached to the post. • This job is subject to change as the role develops.

	2.2	**People**
		• Working collaboratively and co-operatively with all other colleagues.
	2.3	**Safeguarding**
		• The school is committed to keeping children, young people and vulnerable adults safe. • The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
	2.4	**Financial**
		• This role has no financial responsibility
	2.5	**Buildings & Equipment**
		• Responsible for the correct use and handling of equipment. • Some responsibility for ensuring that the correct equipment/resources are available for use.
	2.6	**Health & Safety**
		• The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.
	2.7	**Policies & Procedures**
		• The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
3.	**Other Conditions**	
	3.1	**Mobility**
		• Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.
	3.2	**Equal Opportunities**
		• School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
	3.3	**Variations to Job Descriptions**
		• Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.
	3.4	**Training and Development**
		• The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
	3.6	**Core Qualities & Leadership Framework**
		• The school expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.

CASTLE BROMWICH JUNIOR SCHOOL

PERSON SPECIFICATION – Lunchtime Supervisor

This authority is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

SECTION:	**SALARY GRADE:**	**RESPONSIBLE TO:**	**FULL TIME SALARY RANGE:**
Non Teaching Support Staff	Band A 7.5 hours per week TTO	Senior Lunchtime Supervisor	£ 25614 **(Part time pro rata)** £ 4341

	ESSENTIAL	**DESIRABLE**	**MEASURED BY**
Education and Qualifications	Hold GCSE Maths and English at Grade 4 or above (or equivalent)	First Aid Qualification	Application Interview
Skills and Abilities	Able to work constructively as part of a team Excellent communication skills Able to follow instruction. Able to respond to changing needs of children		Application Interview
Experience		Experience of working in a school environment or with children in a similar environment	Application Interview
Knowledge		Knowledge of school policies and procedures in a primary setting.	Application Interview

Compiled/Reviewed	Julie Whitehouse
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