

## **JOB DESCRIPTION**

### **LUNCHTIME SUPERVISOR**

Reporting to:	PA to the Headteacher/Office Manager
Location:	Chilwell Croft Academy (Primary School)
Weeks of work:	10 hours per contracted working week (pro rata for part time) Flexible in line with the needs of the Trust 39 weeks pa (term time only)
Grade/Salary:	Grade 2, Spinal Column Points (SCPs 3 to 8) £5,447pa-£5,917pa, pro rata of £22,737 to £24,702 (pro rata for part time) (salary range as at 1.4.2023)
Pay progression:	Incremental progression within the grade will be subject to professional criteria-based performance assessment

#### **Core Job Purpose:**

As part of a team, assisting the staff in securing the safety and welfare of pupils during the lunch break. This will involve effective supervision and control of pupils in the dining hall, playground, and about other school premises. Any ancillary duties as determined by the Headteacher.

#### **Key Responsibilities:**

##### **Supervision and control of pupils in the dining hall, including:**

- Where appropriate, assist/supervise pupils with their general hygiene requirements prior to entering the dining room
- Organising dinner queues and entrance of pupils into dining hall and from dining hall to playground; ensuring good behaviour and calm atmosphere. Dealing with any inappropriate behaviour that may occur by intervention or calling for assistance, reporting incidents to Headteacher/member of staff on duty according to severity of incident
- Directing pupils to seats, deciding on seating arrangements, separating problem pupils where necessary
- Encouraging pupils to eat (including those with packed lunches) especially those with special needs or disabilities. Being aware of pupils on special or restricted diets for medical reasons from information provided at the school. Assisting pupils with cutting up food, pouring liquids etc. where necessary
- Encouraging social skills and good table manners, ensuring safety with knives and forks. Ensuring pupils tidy/clear up in a satisfactory manner
- Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff
- Dealing with any type of body spillages in the dining hall in accordance with infection control procedures, ensure pupil goes to the medical room if appropriate
- Sharing responsibility with other Lunchtime Supervisors and/or teacher for the maintenance of order and discipline in the dining hall area.
- Sweeping of debris between sittings to ensure a clean environment for the second sitting

**Supervision and control of pupils in the playground and about other school premises, including:**

- Supervision and control of the school entrance during lunch break to ensure children do not leave the playground without permission/authorisation.
- Direction of pupils to the playground and supervision of their activities and behaviour, ensuring their safety and wellbeing, providing emotional support where necessary
- Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc. Occasionally participating in games
- Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school
- Reporting any bad behaviour, assaults, carrying of weapons/banned substances by pupils to the Headteacher/Senior Lunchtime Supervisor
- Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather. Occupying pupils in various games and activities
- Ensuring in accordance with instructions given that all pupils return to the care of teachers at the end of the lunch period.
- Check toilet areas regularly to ensure pupils are not loitering or playing in toilet areas reporting any issues to Site staff

**Associated Ancillary Duties**

- Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the school's agreed procedures
- Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures

**Other Responsibilities**

- Any other duties as commensurate within the grade in order to ensure the smooth running of the school

*Equitas Academies Trust 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. The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check, right to work check and references. The successful candidate will need to complete annual safeguarding training.*

## PERSON SPECIFICATION LUNCHTIME SUPERVISOR

### Method of Assessment (MOA)

<b>AF</b> <b>Application</b> <b>form</b>	-	<b>C</b> <b>Certification</b>	-	<b>I - Interview</b>		<b>T – Test or</b> <b>Exercise</b>		<b>P</b> <b>Presentation</b>	-
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Criteria	Essential/Desirable (E/D)	MOA
<b>Qualifications/Education</b> NB: Full regard must be given to overseas qualifications	Educated to GCSE level in English and Maths (or equivalent) (E)	AF/C
	Behaviour management training (D)	AF/C
	Health & Safety Awareness (E)	AF/C
	COSHH certificate (D)	AF/C
	Food Safety & Hygiene (E)	AF/C
	First Aid at Work (D)	AF/C
<b>Experience</b>	Experience of working as part of a team (E)	AF/I
	Experience and ability to undertake a range of lunchtime duties in an educational environment. (E)	AF/I
	Behaviour management (D)	AF/I
	Previous work experience in the education sector. (D)	AF/I
	Experience of cleaning and awareness of hazardous substances (E)	AF/I
<b>Skills &amp; Ability</b>	Ability to observe behaviour of individual and groups of pupils and take appropriate action, when necessary. (E)	AF/I
	Ability to use ICT to access emails, access Trust policies/procedures and communicate effectively with the wider Trust team. (D)	AF/I
	Good organisational and time management skills (E)	AF/I

	Able to demonstrate confidence, working effectively with individual pupils and groups of pupils (E)	AF/I
	Excellent interpersonal skills (E)	AF/I
	Ability to maintain a high degree of confidentiality and to use discretion in dealing with sensitive information. (E)	AF/I
	Ability to work collaboratively with teachers and others (E)	AF/I
	Good judgment in knowing when to highlight/escalate issues (E)	AF/I
	Ability to communicate accurately and effectively verbally and in writing (E)	AF/I
	Commitment to maintaining and complying with Health and Safety regulations. (E)	AF/I
	Committed to attend professional development training and update skills according to the revised financial procedures. (E)	AF/I
<b>Behaviours</b>	To proactively take the time to develop yourself and (where applicable) others through attendance at training, coaching, mentoring, etc. (E)	AF/I
	Flexible and adaptable approach to changing work demands (E)	AF/I
	A willingness to personally embrace and celebrate the ethos and values of the Trust (E)	AF/I

All staff are expected to understand and be committed to equal opportunities in employment and service delivery in line with the equality act.

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_