

Job Description

Teachers and Support Staff

Role:	Lunchtime Supervisor
School:	Hazelbeck School
Salary/Grade:	Band 5 SCP 4 -6
Reporting to:	Senior Staff

Core Purpose of the Post:

- Contribute to the successful delivery of the service in accordance with the relevant guidelines, policies and procedures.
- To support children's development at lunchtimes.
- To supervise and ensure the health and safety of children throughout the lunchtime break.
- To encourage children to treat each other with respect and to follow school's behaviour policies at all times.
- Assisting with administrative tasks in the classroom setting, including photocopying and laminating.
- General resource areas and classroom stock control, including monitoring, ordering and putting away stock.
- You may from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

Main Duties and responsibilities:

- Supervision of children throughout lunchtime including supervision of hand washing and toileting as necessary; ensuring their safety and encouraging good hygiene whilst having regard for school policies on behaviour/health and safety as well as using some initiative when dealing with unexpected situations (handling case of illness etc).
- Supervision of the dining hall and other designated areas, both inside and outside where pupils play/congregate during lunchtime, encouraging children to play and help with play activities.
- Dealing with first aid incidents and reporting persistent unruly behaviour to the Senior Lunchtime Supervisor.
- Dealing with minor accidents and report serious incidents to the Senior Lunchtime Supervisor as soon as possible whilst following the schools accident procedures. First Aid training and equipment will be provided.
- Report any incidents of fighting or bullying or racial or personal abuse involving children or parents to the Senior Lunchtime Supervisor, as appropriate.
- Provide any necessary assistance to children in respect of portion control, difficult food, clearing of plates/containers and seating arrangements, ensuring that the expectations of good eating habits and good behaviour set out by the school are upheld.
- Leaving the Dining Hall and other designated areas in a tidy condition (wiping tables, removal of spillage etc).

- Ensure that all dining and other areas are cleared of pupils at the end of the lunchtime period.
- Refer any enquiries from parents to the Senior Lunchtime Supervisor whilst maintaining strict confidentiality at all times.
- Responsible for general school and dining room equipment, school premises and property.

Supervision and range of decision making:

- Will work under supervision and on occasion under own initiative, working to the priorities/instructions set by the Senior Lunchtime Supervisor, identifying any issues and reporting as appropriate.
- To contribute to the overall ethos/work/aims of the school, working courteously and co-operatively with all colleagues.
- To participate in in-school training and other training programmes as required, and maintain personal and professional development in order to meet the changing demands of the post.

Communications and working with others:

- Ability to deal with diverse behaviour and problems presented by children in the school.
- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, parents/carers, community groups, external providers etc.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.

Report all concerns to an appropriate person

Resources:

Professional development:

- Commitment to own personal and professional development, being prepared to undertake training relevant to the post

Other Considerations:

To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.

- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carer files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.


- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.

Safeguarding: No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

Intermediate Fluency Duty required: In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Intermediate Threshold Level. The post holder should demonstrate: They can express themselves fluently and spontaneously with minimal effort and, only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

Notes: This is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade and is not a comprehensive list of all the duties and responsibilities of the post. Successful postholders should not refuse to undertake work, which is not specified on this form and the job description may be amended at any time in consultation with the postholder.
Beckfoot Trust is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment.
The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

Date: 22/09/2020

Person Specification Teachers and Support Staff			
Role:	Lunchtime Supervisor		
	Essential Requirements	How Identified	
Qualifications	Be able to demonstrate the ability to work at level 2 literacy and numeracy.	Application	
Experience	<ul style="list-style-type: none"> • Experience of working in a similar role, preferably within a school environment. • Experience of working in a team situation. • Experience of working with children of appropriate age/children with special educational needs. 	Application References Interview	
Training	Be prepared to undertake first aid training and other training commensurate to the post.	Application Interview	
Knowledge, Skills and Ability	<ul style="list-style-type: none"> • Have an understanding of the needs of children during lunchtime with an appreciation for their requirements in play situations and in an eating environment. • Have an awareness of Health and Safety issues relevant to lunchtime in a school environment. • Have an awareness of safeguarding issues relevant to lunchtime in a school environment. • Have a neat and organised approach to work. • Be willing, courteous and able to work both using your own initiative and in a team. • Respect confidentiality. • You should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level. 	Application Interview	
Personal Circumstances	<ul style="list-style-type: none"> • Must be legally entitled to work in the UK (Asylum & Immigration Act 1996) • Must have the ability to be flexible and work to the requirements of a busy school • Interest in the school's wider role in the community 	Application Interview	
Disposition and Attitude	<ul style="list-style-type: none"> • Be emotionally intelligent: know when to direct, when to challenge and when not to; be able to inspire, present a positive perspective at all times; be able to listen and show awareness of other's sensitivities; to have personal pride and lead by example. • Be happy to get your hands dirty. Don't ask people to do things you wouldn't do yourself. • Enthusiastic, flexible, team player. Enjoy hard work and take constructive criticism. • A passion for education and a deep-felt desire to make a difference for young people. • To like young people and be liked by them • To possess educational vision underpinned by values 	Application Interview References	

	<ul style="list-style-type: none"> • To operate in line with the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty and leadership. • Humility: a recognition that the more you know, the less you know! Not being afraid to say 'I don't know'. • Understand the importance of work/ life balance. • Desire for significant professional development. 	
Physical	<ul style="list-style-type: none"> • Must be able to undertake light lifting and handling duties. • Excellent attendance and punctuality. • Resilient 	References Interview
Equality	A commitment to, and evidence of, promoting diversity and equal opportunities within the Trust, the curriculum and employment practice.	Application Interview