

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b><u>Job Title:</u></b> Lunchtime Supervisor	<b><u>Grade:</u></b> B Point 3
<b><u>Job Family:</u></b> Organisational Support	
<p><b><u>Overall Purpose of Job:</u></b></p> <p>As a Lunchtime Supervisor, you will actively supervise pupils during the lunch time period in the dining room, playground and throughout the academy premises.</p>	
<p><b><u>MAIN RESPONSIBILITIES</u></b></p> <ol style="list-style-type: none"> <li>1. You will support the welfare, health and safety of pupils at designated times.</li> <li>2. You will promote and foster good relationships between pupils.</li> <li>3. You will challenge inappropriate behaviour and provide pupils with boundaries of acceptable behaviour.</li> <li>4. You will identify any causes of concern displayed by pupils and report these to the Senior Lunchtime Supervisor / Teacher or Leader, where appropriate.</li> <li>5. You will arrange for first aid to be administered.</li> <li>6. You will oversee the cleanliness of dining areas e.g., clean up spillages and ensuring all eating areas are hygienic.</li> </ol> <p><b>General</b></p> <ol style="list-style-type: none"> <li>7. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person without delay.</li> <li>8. You will participate in training and other learning activities and performance development as required.</li> <li>9. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.</li> <li>10. You will ensure strict confidentiality in all areas of work.</li> <li>11. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).</li> <li>12. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).</li> <li>13. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.</li> <li>14. You will always comply with the Trust's policies and procedures.</li> <li>15. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.</li> </ol>	
<p><b><u>KNOWLEDGE, SKILLS AND EXPERIENCE</u></b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Experience of working with children (A/I/R)</li> <li>• Willing to adapt to new situations and respond appropriately at short notice (A/I/R)</li> <li>• Understand the importance of confidentiality (A/I/R)</li> <li>• Basic literacy/record keeping skills (A/I/R)</li> </ul>	

- Ability to relate well to children and adults (A/I/R)
- Ability to lead children (A/I/R)
- Ability to work constructively as part of a team (A/I/R)

#### **Desirable**

- Experience of lunchtime supervision work (A/I/R)
- Emergency First Aid qualification (C/A)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

#### **Behaviours**

- Proactive
- Organised
- Team Player
- Flexible
- Clear communicator
- Reliable
- Trustworthy

#### **Contacts and Relationships:**

**Managers** - in regular contact with Principal/Head of Academy/Senior leaders and teaching staff in the academy.

**Support Staff** – in regular contact with support staff involved in administration, lunchtime supervision, cleaning, catering, site supervision and health and safety.

**External** – in occasional contact with parents/carers and visitors.

#### **Note:**

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check with barred list check.