

**Rothwell Schools**

## **Lunchtime Supervisor**

### **Job Description**

<b>Job title</b>	Lunchtime Supervisor
<b>Purpose of the post</b>	To be part of a team providing supervision of students at lunchtime.  To assist in securing the safety, welfare and good conduct of students during the lunch period.
<b>Work location</b>	Rothwell Victoria Infant School
<b>Contract type</b>	Fixed Term
<b>Reporting to</b>	Early Years Leader
<b>Grade</b>	Grade C 2-3

#### **Specific Duties**

- Supervise the children both inside the school building and in the outside play areas, ensuring school rules and policies are followed.
- Maintain an orderly atmosphere while supervising packed lunches and assist children with their containers when necessary.
- Encourage children to eat their lunch and try new foods
- Assist with erection, dismantling, stacking and storage of dining tables and benches.
- Ensure that the hall is swept at the end of each meal time and rubbish is disposed of hygienically; spillages are dealt with promptly.
- Ensure that tables are wiped between and at the end of each sitting.
- Administer basic first aid and enter significant injuries in accident book.
- Clean, and change, any child when this is necessitated by involuntary bodily functions and to clean any affected surfaces.
- To patrol the designated outside play area, observing, talking with children and ensuring that children respect each other.
- Encourage and lead children in playing games. To organise, distribute and supervise equipment for use at lunchtime.
- To fairly share inside and outside duties with the other lunchtime supervisors.
- In inclement weather, to supervise children in their classrooms, circulating from one room to another.
- Refer to the Head, Senior Leaders (or in their absence any other member of staff) any accident or incident that requires further investigation and accurately record the incident in line with school policy.

## **General**

- To comply with Pathfinder Schools Policies & Procedures
- To be aware of and support difference and ensure equal opportunities for all.
- To indicate an acceptance of, commitment to and promotion of the underlying principles of the Pathfinder Schools Diversity and Inclusion Policy Statement
- To contribute to the development and implementation of the vision and values of Pathfinder Schools.
- To take responsibility for your own ongoing personal development and growth of expertise.
- To participate in training and other learning activities and appraisal as required.

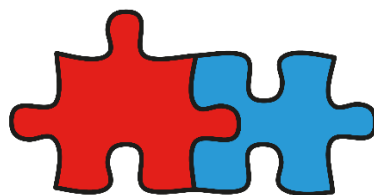
## **Special factors**

Subject to the duration of the need, the conditions given below may apply:

- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the academy.
- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10th September 2012. Therefore, a DBS enhanced check is an essential requirement.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Pathfinder Schools are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. DBS, Reference, Identity, Criminal Record and Medical Checks are mandatory for all posts within Pathfinder Schools.



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## Person Specification: Lunchtime Supervisor

	Essential It is essential candidates can provide evidence of:	Desirable It is desirable candidates can provide evidence of:
<b>Qualifications/training</b>	<ul style="list-style-type: none"> <li>• Good standard of education.</li> <li>• Ability to read and carry out instructions</li> <li>• Good level of written and spoken English</li> </ul>	<ul style="list-style-type: none"> <li>• Qualifications in English and Maths</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrable recent experience of caring/working with children</li> <li>• Ability to make sound decisions in an emergency</li> <li>• Willingness to participate in CPD</li> <li>• Appropriate level of data protection, security and confidentiality awareness</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with people.</li> <li>• Demonstrate experience of caring/working with children in a school setting</li> <li>• Basic knowledge of First Aid</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team</li> <li>• Ability to communicate well with others</li> <li>• Ability to manage difficult behaviour in a calm and patient manner</li> <li>• Ability to use own initiative but also follow direction</li> </ul>	
<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>• Strong commitment to the Trust's values and Behaviours-Collaboration, Humanity &amp; Independence</li> <li>• Calm, professional and approachable</li> <li>• Positive, customer focussed approach</li> <li>• An empathy towards pupil wellbeing</li> <li>• A sympathetic attitude to all when under pressure</li> </ul>	
<b>Equal opportunities</b>	<ul style="list-style-type: none"> <li>• Knowledge of how to promote inclusion and implement equal opportunities for all.</li> <li>• An ability to promote equality of opportunity and recognise the potential for developing this in school communities</li> <li>• Able to support and understand the needs of SEND pupils</li> </ul>	
<b>Special factors</b>	<ul style="list-style-type: none"> <li>• A commitment to safeguarding and promoting welfare of children and young people</li> </ul>	

	<ul style="list-style-type: none"> <li>• Able to form and maintain appropriate professional relationships and boundaries with children and young people.</li> <li>• Willingness to provide a full Disclosure and Barring Service disclosure</li> </ul>	
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