

Job Description:	Support Staff
Role:	Lunchtime Supervisor
Salary/Grade:	Band 3 SCP 2
Introduction & Prime Objectives of the Post:	
<p>A Lunchtime Supervisor is expected to undertake work/care/support programmes to enable access to learning for pupils. Work may be carried out in the classroom or outside the main teaching area or across the age range and ability range of learners in the school.</p> <p>The postholder will be expected to use good common sense and initiative in all matters relating to:</p> <ul style="list-style-type: none"> • the conduct and behaviour of individuals, groups of pupils and whole classes • the correct use and care of materials by individual and small groups of pupils • the safety, mobility and hygiene and well-being of the pupils. • to make decisions using initiative within established working practices and procedures. <p>This role involves engaging with pupils in regulated activity relevant to children.</p>	
Key Duties & Responsibilities:	
<ul style="list-style-type: none"> • Ability to relate well to children and adults • Ability to work constructively as part of a team • Ability to maintain a safe, calm and happy approach • Ability to work on own initiative • Ability to follow written and verbal instructions • Ability to communicate appropriately and effectively with other members of the team • Correct use and cleaning of kitchen tools and equipment as indicated by the job breakdowns. • Ability to understand simple written and oral instruction • To maintain the confidential nature of information relating to the school, it's pupils, parents and carers. • The provision, use and storage of equipment and materials used by pupils with whom the postholder is working. • General responsibility for the care of all equipment and materials within the classroom/ hygiene /designated area of the school. 	
Effort Demands:	
<ul style="list-style-type: none"> • Will deal with any issues, immediate problems or emergencies that arise in line with school policies and procedures liaising with colleagues where necessary, e.g. dealing with a sick, injured or distressed child. • Will contribute to the overall ethos/work/aims of the school. • Will appreciate and support the role of other professionals. • Make decisions using initiative within established working practices and procedures. 	
Environmental Demands/Working Conditions:	
<ul style="list-style-type: none"> • To be responsible for the care of all equipment and materials, within the classroom/designated area of the school in conjunction with other members of staff. 	

- 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.
- The post holder may be subjected to antisocial behaviour from pupils directly or members of the public/parents/site users, including aggressive and anti-social behaviour. You are expected to follow the schools policy and procedures for behaviour management, and any specialist training when dealing with incidents.
- The post holder is expected to be an exemplar of good attendance for pupils. This is important for both the consistency to very vulnerable pupils and to role model for pupils' achievements possible when people have good attendance in work and school.
- To ensure their practice meets the Health and Safety Duty of care that all staff have for each other, the pupils and other visitors within the school or when conducting off site visits
- To ensure their professional practice meets the requirements of the Equalities Act at all times.
- All staff are expected to contribute to and adhere to the policies and procedures for the school. Particularly staff must regularly familiarise themselves with and follow; policies and procedures for health and safety, including ensuring the health and safety needs of themselves and others through dynamic risk assessments, Safeguarding including child protection, Keeping Children Safe in Education and PREVENT, E-safety and the use of social media in order to protect the pupils and the school and no use of phones, photographs and videos
- Behaviour (including anti bullying) policy and principles
- Policies and procedure linked to the Equalities Act
- Manual handling.
- Report all concerns to an appropriate person.

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 carers 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 adjustment, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.



- This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks. Post-holders are expected to undertake work in line with the level and pay band of the post determined by the Headteacher/Line Manager.
- This school is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment
- This school is committed, where possible, 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.

Special Conditions of Service: 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 Threshold 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.

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.

Date: September 2023