



Post: Lunchtime Supervisor

Salary: Grade 2

Responsible to: The PACT Board of Trustees, Academy Committee, CEO and Deputy CEO, Head Teacher, Director of Safeguarding, Pastoral Leader

Job Description:

Prince Albert Community Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.

Core Purpose

As part of a team supporting the Inclusion team in securing the safety, and welfare of pupils during the lunchtime period. This will involve effective supervision of pupils in and about the premises and site(s) of the school

Principal Duties

- Supervision and control of pupils in the dining hall
- Supervision and control of pupils in the playground and about other school premises
- Associated ancillary duties
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Main Duties and Responsibilities (as appropriate to nature/phase of school)

Supervision and control of pupils in the dining hall including

- Assist/supervise pupils with during the lunchtime period, maintaining a calm atmosphere
- Dealing with any behaviour incidents including bullying/fighting in accordance with School policy
- Organising the dinner queue and entrance of pupils into dining hall and from dining hall to playground, ensuring positive behaviour
- Directing pupils to where they need to sit and supporting them through the lunchtime period
- Encouraging pupils to eat (including those with packed lunches) especially those with special needs or disabilities
- Encouraging social skills and good table manners, ensuring safety with knives and forks whilst developing pupils independence skills
- Dealing with any spillages in the dining hall in accordance with health and safety procedures
- Sharing responsibility with other lunchtime supervisors for the maintenance of order and discipline in the dining hall area

Support for the school

- Support the development and effectiveness of team work within the school environment
- Develop and maintain working relationships with other professionals
- Liaise with senior leaders as appropriate
- Review and develop own professional practice
- Support the development and effectiveness of team work within the school environment

Support for the curriculum

- Support the use of information and communication technology in the classroom
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.

- To ensure their tasks are carried out with due regard to Health and Safety
- To participate in appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school

Special Conditions of Employment

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered. Any arrests, convictions caution or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with Prince Albert Community Trust's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in Prince Albert Community Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the Shared Staff Hub.

Equality and Diversity

Prince Albert Community Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

Training and Development

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and/or facilitating the avoidance of staffing reductions. This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.