|  |  |  |
| --- | --- | --- |
| **Job Description:** Lunchtime Supervisor | **Grade:** 3 | **Date:** 2025 |
| **Hours of work:** | 10hours per week, Monday to Friday 11.10am – 1.10pm.  Permanent Term Time, 38 working weeks, you will not be required to work additional days when students are not in the Academy. | |
| **Responsible to:** | School Manager | |
| **Start Date:** | As soon as possible | |

**The Friary School**

|  |
| --- |
| **Job Purpose**  To work under the direction and instruction of senior staff to ensure and monitor the safety and good  behaviour of children during the school lunch breaks.    **Supervision of Pupils**   * Where a school has detached premises, the duties supervise pupils moving between them and the school. * Supervision of children before, during and after the meal, including the supervising of children to deposit leftover food from plates or packed lunch debris into the receptacles provided. * Ensure that no pupils have remained after the break in areas that are to be cleared. * Report any persistent unruly behaviour to the School Manager.     **Support of Pupils**   * Summon help, where necessary, in case of injury or illness. * Report any accidents to the School Manager; and completing written accident reports as required.     **Resources**   * Responsibility for ensuring that the dining room equipment utilised is hygienically maintained. * Help to maintain a safe working environment for pupils and staff by continuously monitoring dining and general circulation areas for food/drink spillages and taking prompt and effective action to deal with any such hazards in accordance with local procedures     **Support to School**  (this list is not exhaustive and should reflect the ethos of the school)   * To promote and safeguard the welfare of the students you are responsible for or come into contact with. * To be aware of and comply with policies and procedures relating to child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person. * To be aware of, support and ensure equal opportunities for all. * To contribute to the overall ethos / work / aims of the school and Trust. * To appreciate and support the role of other professionals. * To attend and participate in relevant meetings as required. * To participate in training and other learning activities and performance development as required. |
| **Professional Accountabilities**  (This list is not exhaustive and should reflect the ethos of the school)  The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school’s objectives through:  **Safeguarding**   * Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.   **Financial Management**   * Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.   **People Management**   * To comply and engage with people management policies and processes * Contribute to the overall ethos/work/aims of the school. * Establish constructive relationships and communicate with other agencies/professionals. * Attend and participate in regular meetings. * Participate in training and other learning activities and performance development as required. * Recognise own strengths, areas of expertise and use these to advise and support others.   **Equalities**   * Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.   **Health and Safety**   * Ensure a work environment that protects people’s health and safety and that promotes welfare and which is in accordance with the Academy’s Health and Safety policy.   ***Note 1:***  The content of this job description will be reviewed with the post holder on an annual basis in line with the Academy’s performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation. |

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Attributes** | **Essential** | **Desirable** | **Evidence** |
| **Education & Qualifications** | * Good Interpersonal skills. * Basic numeracy and literacy skills. | * NVQ 2 equivalent qualification or experience in relevant discipline. | Application |
| **Experience & Skills** | * Ability to work constructively as part of a team. * Ability to direct other adults. * Ability to relate well to children and to adults. * Good organising, planning and prioritising skills. |  | Application  Interview  Reference |
| **Professional knowledge & understanding** | * Customer focused. * Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. * Open, honest and an active listener. * Takes responsibility and accountability. * Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. * Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. * Is committed to the provision and improvement of quality service provision. * Is adaptable to change/embraces and welcomes change. * Acts with pace and urgency being energetic, enthusiastic and decisive. * Communicates effectively. |  | Application  Interview  Reference |
| **Qualities** | * Has the ability to learn from experiences and challenges. * Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. |  | Application  Interview  Reference |
| **Safeguarding Children** | * Is committed to the safeguarding and welfare of all children |  | Application  Interview  Reference |

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a ‘disclosure’ check under the Rehabilitation of Offenders Rehabilitation of Offenders Act 1974. Further details regarding this check are available from schools or by visiting www.gov.uk/government/organisations/disclosure-and-barring-service*