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| **Job Title:** | Lunchtime Supervisor |
| **Salary Range:** | £8.96 per hour |
| **Base:** | St Dennis Primary Academy |
| **Responsible to:** | SLT, Teaching staff and Senior Lunchtime Supervisory Assistant |
| **Direct Supervisory Responsibility for:** | None |
| **Important Functional Relationships: Internal/External** | Internal: Headteacher, Teachers, Support Staff, Pupils, Catering Service Staff  External: Parents, LEA officers and advisers, School Governors, visitors to the school |

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| **Main Purpose of Job:** |
| * To assist and supervise individuals and groups of pupils during the lunch break, encouraging responsible and appropriate behaviour, activities and play ensuring the safety of pupils |

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| **Main Duties and Responsibilities:** |
| * To supervise children during the lunch period in accordance with St Dennis Primary Academy’s pupil management, discipline, behaviour and bullying policies. To complete the necessary records with regard to any incidents relating to such policies * To report back to the appropriate Teacher any issues relating to children’s progress, achievements, behaviour or problems which may become apparent * To organise and positively interact with approved group activities and games for children as authorised by a member of the teaching staff, so as to enhance the development of children’s learning and social integration. To arrange appropriate indoor activities are made available to children during wet lunchtime break periods which ensure appropriate and safe behaviour of children during these periods. * To remain aware of children with special educational needs and liaise with the appropriate SEN Assistant to ensure play activities are appropriate and safe for all children * To assist children in preparing for meals including hand-washing, helping children with the correct use of cutlery, promoting good table manners and encouraging children to eat a variety of foods * To remain aware of children’s food allergies, intolerances or other special dietary requirements and ensure such foods are avoided for the children concerned, with particular vigilance for children sharing packed lunches * To deal with emergencies that may occur in accordance with St Dennis Primary Academy’s procedures, administer basic first aid and inform a member of the teaching staff/Headteacher in the event of an emergency. To ensure all sickness/accidents are recorded in accordance with St Dennis Primary Academy’s procedures |

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| **General/Other:** |
| * To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on St Dennis Primary Academy’s and the TPAT’s pupils at all times * To act as a TPAT team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance * To be aware of and adhere to all TPAT and St Dennis Primary Academy policies and procedures * To be responsible for your own continuing self-development and attend meetings as appropriate * To undertake other duties appropriate to the post as required |

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| **Person Specification:** | **Essential** | **Desirable** | **Recruiting method** |
| **Education and Training** | Attainment of level 1 standard of education, or be able to demonstrate an equivalent level of knowledge through practical relevant experience | Level 2 qualification in a related area  First Aid Certificate  Health and food safety certificate | Application/Interview |
| **Skills and Experience** | Experience of working with children  Good communication skills  Ability to prioritise between different demands  An interest in children and education | Experience of working with children in a school or similar environment | Application/Interview/Assessment |
| **Specialist Knowledge and Skills** | Demonstrates an interest in education  Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people  Demonstrates an awareness, understanding and commitment to equal opportunities |  | Application/Interview/Assessment |
| **Behaviours and Values** | Good enthusiastic team player who can work with flexibility |  | Application/Interview/Assessment |

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| **Special Conditions related to the post** |
| * Physical fitness   ***The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.***  Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:   * Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information * Receipt of two satisfactory employer references one of which must be from your current or most recent employer * Satisfactory verification of relevant qualifications * Satisfactory health check   All new employees will be required to undertake mandatory training required by the Trust. |