

### **Job description**

**Job Title:** Lunchtime Supervisor

**Location:** The Green Way Academy

**Hours of work:** 8.5 hours per week, term time only

**Reports to:** Senior Lunchtime Supervisor

#### **Purpose of the Role:**

- To work as part of a team assisting the Senior Lunchtime Supervisor in securing the safety, and welfare of pupils during the midday break.
- Assisting in the planning and delivery of high quality play opportunities.

#### **Responsibilities:**

- To contribute to the planning and provision of high quality and stimulating activities for children between 3 and 11 years
- To supervise children during indoor and outdoor play, and within classrooms when wet play.
- To lead and participate in safe, creative and appropriate play opportunities with children.
- To administer first aid as appropriate. Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the school's agreed procedures
- Where appropriate organising dinner queue and entrance of pupils into dining hall and into playground ensuring good behaviour and a calm atmosphere. Dealing with bullying/fighting/unruly behaviour that may occur by intervention or calling for assistance, reporting incidents to the Senior Lunchtime Supervisor.
- Encouraging social skills within the dinner hall and in the playground.
- Where appropriate, collecting pupils from classrooms if going straight into the playground, ensuring they are adequately dressed for the prevailing weather conditions.
- Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc.
- Discouraging dangerous activities.
- Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures.
- To have due regard for safeguarding and promotion of the welfare of children and young people and to follow the child protection procedures adopted by the school.
- 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 all tasks are carried out with due regard to health and safety.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school; promote the agreed vision and aims of the school; to set an example of personal integrity and professionalism; attendance at appropriate staff meetings

- The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Academies Enterprise Trust provided that they are consistent with the nature of the post.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Academies Enterprise Trust.

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the Academies Enterprise Trust at the reasonable discretion of the Headteacher/Business Manager.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all Academy related matters

### Person specification

General heading	Detail	Essential requirements:	Desirable requirements:
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>• Holds an NVQ level2/3 childcare qualification or equivalent in play work.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant play courses</li> <li>• First Aid Training</li> <li>• Child Protection Training</li> <li>• Health and Safety Training</li> </ul>
<b>Knowledge/Experience</b>	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> <li>• Experience of working with children aged 3-11 years</li> <li>• Knowledge of child development</li> <li>• Experience of planning stimulating activities for individual age ranges</li> <li>• A good knowledge of H&amp;S requirements</li> </ul>	
<b>Skills</b>	Line management responsibilities (No.)	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	Forward and Strategic Planning	<ul style="list-style-type: none"> <li>• Able to plan stimulating activities for children</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	Budget (size and responsibilities)	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	Abilities	<ul style="list-style-type: none"> <li>• Ability to work flexibly to meet the needs of the academy and individual children</li> <li>• Ability to plan a wide range of indoor and outdoor age-related activities appropriate to children's needs</li> <li>• Excellent interpersonal skills</li> <li>• Ability to communicate</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

		<p>positively and effectively to children</p> <ul style="list-style-type: none"> <li>• Ability to work within and a commitment to the academy's equal opportunities policy</li> <li>• Actively contribute to a happy safe and supportive play environment</li> <li>• Able to work within a team</li> </ul>	
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"> <li>• A proven excellent attendance record</li> <li>• A proven ability to work effectively, with little supervision.</li> <li>• Able to work in a polite and calm manner, particularly when under pressure</li> <li>• Suitability and motivation to work with children</li> <li>• An enjoyment of working in a child friendly, inclusive environment</li> <li>• Emotional resilience to challenging behaviour and a consistent approach to the maintenance of discipline</li> </ul>	•
<b>Special Requirements</b>		<ul style="list-style-type: none"> <li>• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li> <li>• Right to work in the UK</li> <li>• Evidence of a commitment to promoting the welfare and</li> </ul>	•

		safeguarding of children and young people	
--	--	---	--

•