

**Job Description: Lunchtime Supervisor**

Reports to: Assistant Headteacher

Salary: Staff Scale APT & C Scale, Point 5 / 38 weeks pa / Minimum Wage

Start date: As soon as available

Hours: 5 hours per week, 12.55pm - 1:55pm; each day; term time only

**The Role**

The postholder will work with the students through lunch breaks, ensuring the health and safety of our young people is maintained at all times. The post may also supervise students inside the school building in the event of bad weather.

**Key responsibilities**

* To establish good relationships with all children.
* To ensure orderly and calm lunchtime eating
* Assisting children with their lunch, including helping them to cut their food.
* Encouraging fair and caring behaviours among the students.
* Talking to students about their concerns or worries.
* Encouraging independence and self-esteem.
* Dealing with injuries and emergencies.
* Keeping/making records of incidents. / completing paperwork
* Encourage students to be aware of their own safety and that of others.

**Leadership of vision and strategy including:**

* Instilling an ethos of high expectations for behaviour and achievement of all students
* Helping to implement the overall school development plan and undertake other various responsibilities as directed by the Deputy Headteacher

**Other**

* Undertake any other professional duties as set down in the Northwood School pay and conditions of service document, and as directed by the Deputy Headteacher.
* This post is subject to an enhanced DBS disclosure.



**Person Specification: Lunchtime Supervisor**

**Qualification criteria**

* Right to work in the UK.
* First Aid Certificate (desirable)

**Experience**

* Experience of supervising children at the appropriate age range.
* Experience in a similar role within a school or the education sector (desirable)

**Personal characteristics**

* Able to use initiative
* Highly organised and efficient; capable of multi-tasking and working at pace.
* Helpful and positive nature, calm and caring.
* Positive commitment to student achievement and staff development.
* Genuine passion and belief in the potential of every student.

**Specific skills**

* Have attention to detail and be able to complete necessary paperwork accurately.
* Able to help implement the necessary routines and patterns to establish good behaviour management within the school.
* Able to contribute to overall school behaviour and provide feedback.
* Ability to deal with minor incidents, first aid and the personal health and hygiene of students.
* Ability to work closely and effectively within a team.
* Strong interpersonal skills.

**Vision and strategy**

* Vision aligned with the school’s high aspirations and high expectations of self and others
* Clear understanding of the strategies to establish consistently high standards of results and behaviour in the school and commitment to relentlessly instilling these strategies

**Other**

This post is subject to an enhanced DBS disclosure.

Northwood School is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.