



JOB DESCRIPTION

Job Title:	Senior Lunchtime Supervisor
Hours of work:	10 hours per week 38 Weeks per year, Term Time Only 12.00 pm – 2.00 pm Monday – Thursday, 10.30 am – 12.30 pm Friday
Salary:	£12 per hour, £4,560 per annum actual

OVERALL RESPONSIBILITIES

Lead a team of lunchtime supervisors, providing supervision on the premises during the lunch break and to be involved in encouraging children in purposeful play and social skills activities. Monitor attendance and performance of lunchtime supervisors and deal with escalated issues of behaviour management.

MAIN DUTIES

- Monitor, supervise, lead and assign responsibilities to team of lunchtime supervisors.
- Ensure suitable allocation of responsibilities amongst team of lunchtime supervisors in consultation with Senior Leader responsible for supervision.
- Assist with recruitment and training of lunchtime supervisors as need arises.
- General supervision of children during the lunch period, in the dining hall, playgrounds, car park (and classrooms, in poor weather).
- Brief and debrief lunchtime supervisors on a daily basis, identifying areas of concern/patterns of behaviour to discuss with Senior Leader responsible for supervision.
- Encouragement of purposeful play and social skills activities (if required).
- Assisting with ensuring students depart for lessons at the end of lunch break in a timely manner.
- Checking toilets are empty at the end of each lunch break.
- Ensuring children tidy up/clear up in a satisfactory manner.
- Working in close co-operating with other school staff, being part of the school team.
- Ensuring that children who are not entitled to leave the school during the lunch break remain on site and that all students play/congregate in appropriate areas only.
- Watching for any visitors to the school during the lunch break and enquiring their purpose, giving directions as necessary.
- Dealing with minor first aid problems. Reporting any accidental injury to the Senior Lunchtime Supervisor.
- Checking that children are not playing in toilets etc.
- Reporting difficult children and unruly behaviour to the Senior Lunchtime Supervisor.
- Contributing to the calm and happy atmosphere of the school.
- Willingness to undergo relevant training, as available.

- Awareness of relevant school policies:eg Equal Opportunity, Behaviour ,school's first aid and fire evacuation procedures,
- Health and Safety procedures, Child Protection issues.

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 JFS.

OTHER

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- 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.
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed from time to time and may be subject to modification or amendment at any time after consultation with the holder of the post.
- This job description may be varied to meet the changing demands of the School at the reasonable discretion of the Headteacher.
- There may be occasions when it will be necessary to cover other Administrative roles within the School or to work with the administrative team when there are peaks and pressing issues.
- 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.
- The post-holder may deal with sensitive material and should maintain confidentiality in all School related matters.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risk to the safety or welfare of children in the School, s/he must report any concerns to the School's Child Protection Officer.

Signature: _____

Date: _____

Name (*in caps*): _____



PERSON SPECIFICATION
for
ATTENDANCE DATA CO-ORDINATOR

CRITERIA	ESSENTIAL/ DESIRABLE
ABILITIES AND SKILLS	
• Experience managing people	E
• Good communication skills	E
• Good organisational skills	E
• Honesty, integrity and dependability	E
• Experience of working with children of secondary school age and be able to relate well to them.	E
• Be patient and calm by nature	E
• Be firm but fair in matters of discipline	E
• Be willing to undergo training, as required, in order to develop further in the role	E
• Be reliable and punctual	E
• Demonstrate the ability to work as part of a team under the direction of the senior Lunchtime supervisor	E
• Contribute ideas to further develop the play opportunities for the children during the lunch break	E
• Experience of administering first aid and be willing and able to deal with minor first aid (Training can be arranged, if necessary)	E
• Be a good role model to the children	E
• Be aware of equal opportunities	E
• Be aware of, and able to maintain, the confidentiality aspects of the job.	E
• Demonstrate the ability to comply with policies and procedures relating to child protection, health & safety, security, data protection and equal opportunities.	E

The School is committed to safeguarding and promoting the safety and welfare of children and young people and expects all staff to share this commitment. All appointments will, therefore, be subject to Enhanced Level Criminal Records Bureau disclosures and other relevant pre-employment screening, including checks with past employers. In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children and young people. Candidates also should be aware that any relevant issues arising from their references will be taken up at interview.

07/2018