

Lunchtime Supervisor

Job Description / Person Specification

Job Title	Lunchtime Supervisor
Reporting to	Deputy Headteacher
Salary	Support Staff Grade C (£18198-£18562); Actual salary: £2049
Working pattern	5 hours pw / 38 weeks pa

Purpose

To provide a safe environment for students and take responsibility for supervising and assisting children over the lunchtime period.

Role Responsibilities

- Make decisions to resolve problems and issues that may arise during the lunchtime period.
- Monitor the students in the dining room. Ensuring trays are cleared to the correct area and spillages of food and drink are dealt with.
- Manage the movement of students around the site to ensure their safety and wellbeing.
- Liaise with teaching staff to share information, concerns and issues regarding students to ensure that there is continuity in helping to solve any issues or problems throughout the school.

Whole School Contribution

- Follow the school's policies and procedures for securing the safeguarding and welfare of students and staff
- Contribute to the development of whole school policy, aims and outcomes
- Play a full part in the life of the school community, support the distinct NSG ethos, and encourage staff and students to follow this example
- Attend meetings as appropriate and as reasonably directed
- Carry out duties assigned by members of the Senior Leadership Team

Additional Duties

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.



Education / Training / Qualifications	Essential / Desirable
	<i>Essential</i>
<ul style="list-style-type: none"> Previous Safeguarding training 	<i>Desirable</i>
Experience	
<ul style="list-style-type: none"> The ability to communicate adequately any concerning issues to designated staff An awareness of equal opportunities 	<i>Essential</i>
<ul style="list-style-type: none"> Experience of working in an educational setting An awareness of child protection issues 	<i>Desirable</i>
Abilities, Skills and Knowledge	
<ul style="list-style-type: none"> An awareness and ability to identify issues that children may experience and how they can be resolved Good communication and listening skills 	<i>Essential</i>
Personal Skills and Attributes	
<ul style="list-style-type: none"> Friendly and approachable with a positive attitude Good communication skills Team player Flexible, proactive 	<i>Essential</i>
Other	
<ul style="list-style-type: none"> Supportive of the ethos of our school An ability to fulfil all spoken aspects of the role with confidence through the medium of English 	<i>Essential</i>

