

## **Job Description**

- Job Title:** Lunchtime Supervisor
- Location:** Anglesey Primary Academy
- Hours of work:** Lunchtime Supervisor - 6.25 hours a week at lunchtime
- Reports to:** Lead Midday Supervisor / SLT

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

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

### **Responsibilities:**

Responsible for supervision inside and outside of children at lunchtimes

Role: To actively supervise the pupils:

- in the dining room
- classrooms during wet lunchtimes
- on the playground
- throughout the school premises during the lunchtime period

### **Main Duties for midday supervisor position:**

- Follow all safeguarding procedures, remain proactive and vigilant to ensure that children are safe and protected from harm
- Maintain checks throughout the lunch break to ensure pupils are safe
- Ensure that school discipline policies are implemented
- Report accidents to the Lead Midday Supervisor and add to accident log (AssessNet)
- Where trained, administer First Aid and inform the office of incidents
- Support pupils while they eat their lunch, make sure tables are clean and that water is available
- Ensure standards for healthy eating and table manners are maintained
- 8. Respond to duty delegation as required by the Midday Supervisor/SLT
- Follow advice given by Midday Supervisor/SLT on action to be taken in cases of inclement weather
- Lead the children in the establishment of suitable playground games/activities
- Communicate effectively with children in English
- Record inappropriate pupil behaviour and convey serious incidents to the Lead Midday Supervisor and/or teacher
- As with all site staff, the post holder will be expected to work to a high standard and be able to show initiative, prioritise work, be flexible and have good interpersonal skills

### **Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

### **Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

### **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 academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. 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.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**Person Specification**

**Job Title: Lunchtime Supervisor**

<b>General heading</b>	<b>Detail</b>	<b>Essential requirements:</b>	<b>Desirable requirements:</b>
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>No formal qualifications required</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>Knowledge/Experience</b>	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> <li>Basic childcare and health and safety knowledge</li> <li>Basic IT/Literacy skills</li> <li>Experience of working with or caring for children of relevant age</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate knowledge of First Aid</li> <li>Knowledge of health and safety and / or COSHH regulation</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>N/A</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>Proficiency in English</li> <li>Ability to relate well to children and adults</li> <li>Ability to work constructively as part of a team</li> <li>Ability to maintain a safe, calm and happy approach</li> <li>Ability to work on own initiative</li> <li>Ability to follow written and</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>



		<p>verbal instructions</p> <ul style="list-style-type: none"> <li>• Ability to communicate appropriately and effectively with other members of the team and users of the Academy</li> </ul>	
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"> <li>• Positive caring demeanour</li> <li>• Proactive caring nature / training</li> <li>• Initiative / Flexibility - willingness to adapt to circumstances as they arise / respond to directions</li> <li>• Commitment to providing a high quality service</li> <li>• Flexibility and willingness to be a valued member of a team</li> <li>• Able to play a positive role within the workplace</li> <li>• Conscientious and reliable</li> </ul>	•
	Values	<ul style="list-style-type: none"> <li>• Ability to demonstrate, understand and apply our values</li> </ul>	





		<ul style="list-style-type: none"><li>○ Be unusually brave</li><li>○ Discover what's possible</li><li>○ Push the limits</li><li>○ Be big hearted</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 safeguarding of children and young people</li></ul>	<ul style="list-style-type: none"><li>● First Aid qualification or willingness to complete training</li></ul>

