

Job Title	Lunchtime Supervisor
Salary	£15830 FTE £1767 Actual
Type of contract	190 days
Weekly hours	5 Hours 12pm-1pm Mon-Fri Term Time
Location	Epworth Primary Academy, Epworth, Doncaster
Closing Date	18 th November 2019 12 noon

Overall Purpose

To assist in the general supervision of pupils during the lunch time break, either in the Canteen, hall, outside dining area or around the school.

Job Description

- Take charge of the dining hall by ensuring discipline and encouraging good manners and liaising with other staff as required.
- Ensure pupils tidy up/clear up in a satisfactory manner.
- Ensure that pupils who are not entitled to leave the academy during the lunch time break, remain on site.
- Report difficult pupils and unruly behaviour to the Principal or SLT on duty.
- Work in close co-operation with other academy staff and as part of the wider team.
- Take instructions from senior staff as required.
- Ensure that discipline is upheld in line with the academy behaviour policy.
- Deal with first aid matters and report any serious incidents to the Principal/SLT as they occur
- In the Canteen, hall and outside dining areas: ensure tables are cleared; pupils put rubbish in the bins; wipe tables and trays.
- Adhere to school policies and procedures to ensure the safety and welfare of pupils
- Any other reasonable duties as requested by the Principal or SLT.

All Academy Staff Should:

- Work with all students ensuring equality of opportunity for all.
- Take responsibility for Safety and Welfare of all students, raising any concerns following the Academy protocols and procedures.
- Work proactively and effectively in partnership with all stakeholders.
- Carry out a share of statutory supervisory duties.
- Treat students with dignity and build relationships rooted in mutual respect and at all times observing proper boundaries appropriate to the professional position.
- Participate in CPD relevant to the role.
- Accompany teaching staff and students on visits, trips and out of school activities as required.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English and numeracy.
- Participate in arrangements for examinations and assessments.
- Take an active role in promoting good behaviour in and around the Academy.
- Ensure that students adhere to the uniform code and apply sanctions when this code is breached.
- Develop an academy learner mind-set – the attitudes, skills and learning habits needed to become an inspired, confident and independent learner.
- Be a positive role model and demonstrate consistently and effectively the positive attitudes, values and behaviour which are expected of students.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Regularly review the impact of their work and its impact on students' progress, attainment and well-being, refining approaches where necessary and responding to advice and feedback from colleagues
- Proactively participate with arrangements made in accordance with the Appraisal Policy
- Have professional regard for the practice, ethos and policies of the Academy and maintain high standards in your own attendance and punctuality.
- Operate at all times within the stated policies and practices of the Academy
- Contribute positively and effectively to the whole Academy ethos
- Cooperate with other staff members to ensure a sharing and effective use of resources to the benefit of the Academy, individual departments and students
- Attend and participate in appropriate calendared meetings
- Take responsibility for own professional development and duties in relation to Academy policies and practices
- Liaise effectively with staff, students, parents and governors
- Ensure compliance with Health and Safety at Work Act 1974 and all other policies related to health and safety, and to ensure compliance with the Data Protection Act 1988.
- Ensure compliance with data protection laws and safeguarding procedures.

- Carry out any other duties as directed by the Principal as may from time to time be agreed in accordance with the nature of the job described above

This is not an exhaustive list of tasks and job descriptions will be continually reviewed and changed according to the needs of the Academy and Trust.

Post holders will be expected to be flexible in undertaking duties and responsibilities attached to their post and may be asked to perform duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

Please note that Epworth Primary Academy is committed to the safeguarding and welfare of their students. The successful candidate must be able to satisfy an enhanced DBS check prior to employment within the Academy together with receipt, by the Academy, of two satisfactory references plus medical clearance.

Person Specification

Application (A), Interview (I) Task (T), Reference (R)

Qualifications	Essential	Desirable
First Aid Qualification		A
Experience	Essential	Desirable
Experience of working in an educational setting or similar environment		A
Experience of working with young people aged 2-11		A
General understanding of school policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection		I
Basic understanding of child development and learning		A I
Practical Skills	Essential	Desirable
Ability to manage the behaviour of students to promote a calm working environment	A I	
Ability to motivate students	I	
Ability to work collaboratively and effectively within a team	A I R	
Ability to work independently and to show initiative	A I R	

Application Process

An application form can be found on our website at [Epworth Primary Academy](http://www.epworthprimaryacademy.co.uk) or online at TES.com.

Receipt of early applications from candidates with the appropriate experience, qualifications and personal qualities may result in an early interview being offered.

If you would like further information about this vacancy or wish to have an informal discussion with a member of our leadership team, please contact Rebecca Johnson on 01427 872345.

Isle Education Trust promotes equality of opportunity and welcomes applications from all sectors of society.

This educational establishment is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts at Isle Education Trust are subject to an Enhanced Disclosure and Barring check.