



JOB SPECIFICATION

Job Title: Lunchtime Supervisor	Grade: 3
Department: Field Lane J I & N School	Accountable to: Headteacher
Contractual Terms: 5 hours - term time - contract ASAP - 20/07/20 in the first instance.	Responsible for: N/A

Overall Purpose of the Job:

Working as part of a team to be responsible for the supervision of students on the school site throughout the midday break.

To assist in securing the health, safety, welfare and good conduct of students. To support activities and good behaviour in accordance with the practices and procedures of the school.

Key Duties and Responsibilities:

1. Supervision of Students on School Premises
2. Promoting Positive Behaviour
3. Promoting Personal and Social Skills
4. Excellent Communication skills
5. General

DUTIES AND RESPONSIBILITIES

1. Supervision of Students on School Premises

- 1.1 To supervise areas, where students congregate during lunchtime, maintaining Health & Safety practices.
- 1.2 Taking account of relevant practices and procedures, to supervise and monitor activity areas, corridors, classrooms etc as required.
- 1.3 To supervise students eating their meal on school premises, in specified areas set aside for dining purposes which includes issues such as dealing with spillages.
- 1.4 To supervise queues waiting to enter specified dining areas.

2. Promoting Positive Behaviour

- 2.1 To encourage positive behaviour through implementation of school's behaviour policies and practice and dealing with incidents as directed.
- 2.2 To encourage students understanding and knowledge of the impact of their actions within the remit of Health and Safety.
- 2.3 Assist within the parameters of school positive behaviour practices and procedures, assist as appropriate to promote the maintenance of Health and Safety.
- 2.4 To provide information to the Senior Lunchtime Supervisor for the recording of incidents or occurrences.

3. Promoting Personal and Social Skills

3.1 To encourage students to leave all areas in a tidy condition.

3.2 To encourage good relations between students and adults through informal discussion.

3.3 To encourage and develop social skills such as mutual respect and trust.

3.4 To be aware of cultural and social factors which may have an effect on the supervision of the students.

4. Communication

4.1 Excellent communication skills are required for this role.

4.2 A key part of this role is to promote healthy eating and positive social behaviours both in the dining hall and outside.

4.3 To report accidents or other occurrences such as child protection issues immediately to the Designated Safeguarding Lead.

4.4 To liaise with the kitchen staff as appropriate for issues related to lunchtime supervision.

5. General

5.1 As part of your wider duties and responsibilities you are required to promote and actively support the School's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

5.2 Carry out your duties with due regard to current and future School policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through School communications.

5.3 To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the postholder's supervisor from time to time, in consultation with the postholder.

5.4 To take reasonable care of the health and safety of self, other persons and resources whilst at work.

5.5 This post is subject to a higher level check with the Disclosure and Barring Service. As part of your wider duties and responsibilities you are required to promote and actively support the School's responsibilities towards safeguarding.

5.6 We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religious belief, sexual orientation or age.

Other duties:

Ad hoc duties that they will be required to undertake.

Additional Information

- Undertake any such duties commensurate with the post as directed by Senior Leadership Team.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.

A good knowledge and understanding of the General Data Protection Regulation (GDPR) and a willingness and commitment to ensure compliance of this regulation and any associated data-related legislation.

Develop and maintain an awareness of mental health issues affecting both colleagues and students/learners and in act in a supportive way that helps others and enables them to be open about any issues affecting them.

The following section is the requirements for the job and lists the essential and desirable requirements needed in order to do the job. Applicants will be shortlisted solely on the extent to which they meet these requirements.

Please note:

E = Essential criteria to be able to undertake the job

D = Not essential to undertake the role but would be beneficial

A = Application Form

I = Interview/Assessment process

Criteria		Essential/ Desirable	How Assessed	
Qualifications:	The role requires a minimum of GCSE Grade 4 – 9 (A –C) or equivalent in English.	D	A/I	
	Basic food hygiene	D	A/I	
Experience:	Experience of working with children/young people.	E	A/I	
	Experience of encouraging the development of relationships between children/young people.			
Knowledge and Statutory Requirements:	<p>The post holder requires some detailed knowledge of Trust's Policies, processes and procedures in connection with GDPR and a willingness and commitment to ensure compliance of this regulation and any associated data-related legislation.</p> <p>Knowledge and interest in Primary education.</p> <p>Reasonably Practical Level - knowledge of statutory duties with regards to safeguarding, food hygiene and Health & Safety obligations.</p> <p>The post holder requires a reasonably practical level of the statutory requirements relating to The Children's Act 1989.</p> <p>Knowledge of effective cleaning practices and procedures.</p>	D	A/I	
Planning, Organisation and Mental Challenge:	Ability to be able to use own judgement to identify straightforward solutions to simple problems.	E	A/I	
Empathy & Social Intelligence:	The post holder requires some self-awareness, self-management, social awareness and relationship management together with considerable empathy, understanding and the ability to accurately read, anticipate and understand the	E	A/I	

	needs, motivations, beliefs and desires of others.			
Interpersonal & Communication:	<p>The post holder requires good communication and interpersonal skills to relate to staff, pupils and parents within school.</p> <p>Ability to remain calm under pressure.</p> <p>The post holder must have developed interpersonal skills, dealing with complicated/sensitive information.</p> <p>Confident and enthusiastic.</p>	E	A/I	
Physical Skills and Demands:	Individual will be expected to undertake duties both in the dining hall and outside school during lunchtime periods.	E	A/I	
Initiative & Independence:	<p>Working within recognised procedures, the post holder will be expected to self-manage own workload and make decisions when dealing with unanticipated problems.</p> <p>The post holder will work from instruction, but will be expected to use their initiative and make some minor decisions, as they arise. Problems are referred to their line manager.</p>	E	A/I	
Emotional Challenge and Resilience:	The post holder will be expected to deal with students/learners who may present significant emotional challenges	D	A/I	
Philosophy and Commitment:	<p>Commitment to high standards, best value and continuous improvement.</p> <p>A 'can-do' approach and positive attitude to innovation and change.</p>	D	A/I	
Personal Qualities:	<p>Ability to contribute to effective team working.</p> <p>Effective time management.</p> <p>Ability to work confidentially and with discretion.</p> <p>Excellent organisational skills.</p>	E	A/I	

Responsibilities for Resources:

Line Management Responsibilities: N/A

Financial Responsibilities: None

Physical Resources:

The post holder has some responsibility for the care, accuracy, confidentiality and security of student information.

The role involves some direct impact on the well-being of people as a direct result of the tasks/duties undertaken.

Responsibility for Policy Development:

The post holder will have no direct responsibility for policy development within the Trust, other than contributing in policy consultation.

Responsibility for Student Outcomes:

The post holder will have limited direct impact on the educational outcomes of students/learners.

Working Conditions:

The post holder will work in an allocated section within the school (e.g. dining hall and outside areas), working on their feet for most of the day. May be required to work in awkward positions (i.e. under tables).

Main Contacts:

The post holder must always project a professional image when dealing direct with colleagues, governors, parents/carers and external bodies.

Characteristics of the post:

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced Disclosure and Barring Service Check for Regulated Activity
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

Date Completed: 25/11/19

Signature of Post holder:

Date:

This is a description of the job as it exists at present; All Trust Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.

Please make sure that you can demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on our application form. The letters A, B and C in the "Rank" column refer to the importance we will give to your answers when we read your application. You must all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during your induction period.

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled candidates. We have tried to do this, but if you have a disability and identify any barriers in the job specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the “Selection Process”, this may involve written exercises, group discussions, presentations, interview, etc.