

Transforming Lives, Transforming Communities

JOB DESCRIPTION

Job Title:	Lunch time Supervisor		
Base:	Bronte Girls' Academy		
Reports to:	Principal	Grade:	S1
Staff Responsibility for:	None	Salary:	£4,080.43
		Term:	Permanent Full time
Additional:	As assigned		

JOB PURPOSE

To supervise and ensure the safety of students throughout the midday break.

To encourage students to treat each other with respect and to follow the school's behaviour policies at all times.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1 Core purpose

- 1.1 To take instructions from the Principal regarding the supervision of students throughout the lunchtime, having regard for school policies on behaviour.
- 1.2 To report to the Lead Lunchtime Supervisor.
- 1.3 To provide any necessary assistance to students in respect of portion control, difficult food, cleaning of plates/containers and seating arrangements.
- 1.4 To ensure the Dining Hall/Lunch Areas are left in a tidy condition (removal of spillage, handling case of illness, etc).
- 1.5 To supervise designated areas, both inside and outside, where students congregate during lunchtime.
- 1.6 To deal with minor problems and report persistent unruly behaviour to Senior Staff.
- 1.7 To support, uphold and contribute to the development of the School's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.

May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

This appointment is with the Trust as employers. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the contract of employment.

PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
QUALIFICATIONS				
1.	None necessary			
2.	First Aid, childcare or nursing qualification.	D	✓	✓
EXPERIENCE				
3.	Experience of students of appropriate age	E	✓	✓
4.	Experience of working with children with special education needs.	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
5.	Knowledge and understanding of managing the behaviour of groups of Students	E	✓	✓
6.	An understanding of the needs and culture of people in the local community	E	✓	✓
7.	Some knowledge of children with special educational needs and an appreciation of their requirements	D	✓	✓
8.	Able to work as part of a team	E	✓	✓
9.	Must like children and can accept and cope with diverse behaviour and problems presented by youngsters in school	E	✓	✓
10.	Able to show initiative, regarding the safety of students	E	✓	✓
PERSONAL QUALITIES				
11.	Legally entitled to work in the UK (Asylum and Immigration Act 1996).	E	✓	✓
12.	An excellent attendance record	E	✓	✓
13.	Able to keep to working hours at of the post. Will not require leave of absence during term time (save for sickness or compassionate leave)	E	✓	✓
14.	Able to communicate well with staff and students	E	✓	✓



No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
15.	This post requires good vision and mobility. These are core elements of the role and as such may not be capable of adjustment for persons with disabilities of these kinds	E	✓	✓
16.	Willingness to undertake further training as required	D	✓	✓