

City of London Primary Academy Islington



Job Description

Post: Lunchtime Supervisor

Accountable to: Head Teacher

Grade: 2 NJC Scale Points 3 - 4

Salary: £22,002 – £22,398 Full Time Equivalent

Actual Salary: £4,104 - £4,178 Pro-rata

Working Pattern: 7.5 hours per week (11:30am to 1pm daily), 39 Weeks per year

Disclosure level: Enhanced

Main Purpose

Securing the safety and welfare of pupils during the mid-day break. This will involve effective supervision of pupils in and about the premises of the school.

Key Accountabilities

Supervision of pupils in the dining room, including:

- Where appropriate, assist/supervise pupils with their general hygiene requirements prior to and after lunch
- Organising pupils queuing at lunchtime and their movement in and out of the dining room and playground, ensuring excellent behaviour and a calm atmosphere.
- Maintaining high standards of behaviour, in line with school policy and procedures and following school routines and rituals.
- Laying tables and setting up the dining room prior to service.
- Ensuring a calm atmosphere, polite manners and high quality conversation whilst children enjoy their meal.
- Encouraging all pupils to develop adventurous and healthy eating habits.
- Being aware of pupils on special or restricted diets.
- Encouraging social skills and good table manners, ensuring the correct use of cutlery. Promoting pupil independence at every opportunity.
- Cleaning up any spillages.

Supervision of pupils in the playground and about the school premises, including:

- Ensuring that pupils are supervised at all times.
- Ensuring that pupils move safely around the building and premises.
- Challenge any strangers who may enter school premises in accordance with school guidelines and report to office and senior staff.
- Supervising and engaging pupils in the sky garden/ playground, ensuring their safety and wellbeing.
- Supervising fair distribution of playground equipment and ensuring that it is put away at the end of the break.
- Actively interacting with pupils and engaging in purposeful play activities.
- Dealing with any inappropriate behaviour in line with school policies.
- Supervision of pupils inside school premises during wet playtimes. Engaging pupils in stimulating games and activities.

- Ensuring that pupils are returned to the care of other staff at the end of the lunch break.
- Implementing the school's safeguarding policy, health and safety protocols and fire-drill/ lockdown procedures correctly.

Associated ancillary duties, including:

- Checking toilet areas regularly.
- Ensuring that any pupils who suffer minor accident are supported promptly in accordance with the school's health and safety policies.
- Accompanying pupils to the toilet where necessary, in line with school policy.

General statements

- Undergo and meet school conditions for a satisfactory enhanced DBS check.
- Comply with all legislation and school policies regarding safeguarding, health and safety, and data protection requirements.
- Comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the school's policies and procedures.
- Treating all information acquired through your employment, both formally and informally, in strict confidence.
- Recognise, respect and value difference. Strive to remove barriers and disadvantages which people may face, in relation to disability, ethnicity, gender, religion, belief or faith and sexual orientation.

To contribute as an effective and collaborative member of the school team

- Participating in training to be able to demonstrate competence.
- Contributing in meetings and being a supportive member of the school team.
- Promote the vision and agreed aims of the school
- Demonstrate teamwork and professionalism at all times

Safeguarding Children

COLAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Person Specification

Our Values and Vision

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high-quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London schools and academies draw upon the traditions, institutions, heritage and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles which are known as our 'Foundations of Excellence'.

Our Staff

Our staff have high expectations, are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

	Essential	Desirable
Qualifications		
Competent at reading and writing English	X	
Paediatric First Aid certificate		X
Food Hygiene Certificate		X
Experience, Skills and Knowledge		
Willingness to participate in development and training opportunities	X	
Experience of working in schools or caring for children of relevant age (EYF/ KS1)	X	
To be able to apply basic food hygiene during the serving of meals and throughout mealtimes	X	
To be able to lead structured play sessions	X	
Ability to form & monitor appropriate relationship & personal boundaries with children & young people	X	
To be able to support and develop children's play and to communicate effectively with young children	X	
Ability to contribute to ideas for the on-going development and improvement of lunchtime provision	X	
Able to follow systems and procedures	X	
Ability to manage behaviour in a calm and positive way and conduct positive behaviour management	X	
Able to implement Health and Safety and Safeguarding procedures	X	
To be able to work constructively as part of a team, understanding roles and responsibilities.	X	
To be able to ensure confidentiality at all times	X	
Have an understanding of and commitment to the school's equal opportunities policy	X	
Personal Qualities		
Reliable	X	
Flexible	X	
Emotionally resilient	X	
Committed to continuing professional development	X	
Use own initiative	X	

Team player	X	
Other		
Commitment to safeguarding and promoting the welfare of children and young people	X	
Willingness to undergo appropriate checks, including enhanced DBS Checks	X	
Motivation to work with children and young people	X	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X	