Lunchtime Supervisor

Location: Nishkam Primary School, Wolverhampton
Reporting to: Headteacher

JOB DESCRIPTION

Main Purpose:
To supervise and assist children during lunchtime, inside the school and the playground, to ensure a safe and positive learning environment is maintained and that all children behave in an appropriate manner.

Main activities will include:
- Supervise conduct of pupils, ensuring safe and orderly conduct within and outside the school premises.
- Monitor children in the dinner hall to encourage them to eat healthy lunches.
- Assist children who are having difficulties having their meal and encourage children to eat without support of an adult.
- Promote good table manners.
- Supervise children to the dinner hall, in the playground (or in the hall or classroom during adverse weather conditions), preventing any unsafe behaviour.
- Manage any quarrels or fights amongst pupils, alongside comfort children who are upset.
- Deal with and follow procedures for minor injuries such as cuts, grazes and bruises.
- Encourage, support and engage with children in play that is emotionally, intellectually physically and socially challenging.

Other Duties:
- Actively participate in pupil's play promoting collaboration and positive behaviour.
- Be aware of individual pupil's needs including those with Special Educational Needs.
- Be familiar with the safe use of outdoor equipment and comply with school rules regarding games.
- Attend to children's physical needs, including toileting and personal hygiene.
- Work with other lunchtime supervisors to set up the dining room, including putting out tables, crockery and cutlery, and other utensils.
- Ensure that all areas are left safe, clean and tidy ready for the afternoon.
- Interact positively with all children and staff.

General Responsibilities:
1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Ensure compliance with the school's Equal Opportunities Policy and take an active role in promoting equality and diversity
3. Support the school's vision, mission, faith and ethos.
4. Attend relevant meetings as required
5. Participate in training, other learning activities and performance development reviews.

PERSON SPECIFICATION

Experience / Knowledge:	Basic childcare and health & safety knowledge. Basic literacy and numeracy skills. Experience working with children in a school setting. Experience of working as a lunchtime supervisor.	**Essential** **Essential** **Preferred** **Preferred**
Key Skills:	Ability to communicate and interact effectively with children and colleagues Ability to maintain a positive, safe and healthy school environment Ability to work in a team and use own initiative Ability to understand and comply with school policies including Child Protection and Health & Safety Procedures. The ability to form constructive working relationships with colleagues and communicate with a range of audiences, including other employees, governors, parents and pupils.	
Personal Attributes:	Possess attributes such as reliability, integrity, enthusiasm, energy, perseverance, adaptability. Effective communication and listening skills To be self-motivated, able to work using own initiative and work as a team.	
Qualification and Training:	Basic numerical and literacy skills. Willing to undergo any appropriate training including First Aid Training	**Essential**
Other Special Conditions of Service:	There is a requirement to undertake an enhanced Disclosure and Barring Service check.	