



OAKLANDS SCHOOL

JOB DESCRIPTION

Lunchtime Supervisor

5 hours per week

Term time only Monday, Tuesday, Thursday, Friday 12:40pm – 1:40pm
Wednesdays 1:15pm – 2:15pm

Salary: Scale 1A2 Point 2 (£16.56 per hour RHP)

Responsible to: Senior Lunchtime Supervisor

Principal Responsibility:

- To supervise pupils during the lunch time period.

Duties and Responsibilities:

- Supervision of pupils moving around the school.
- Responding and relating to pupils in a manner that is appropriate to their special educational needs and is in line with the code of conduct of the school.
- Maintaining a visible presence around the site and immediately reporting any incidents or situations discovered to a senior member of staff.
- To ensure that there should be no time when the pupils in the dining hall are unsupervised.
- To take reasonable precautions whilst in charge of the pupils to see that they are behaving appropriately.
- In the event of any injuries to the pupils, refer pupils to the Senior Midday Supervisor or School Pastoral Staff as appropriate. Serious injuries must be reported to a Senior Teacher and all accidents must be reported to the Pastoral Leader at the end of the lunch time.
- To work under the direction of the Senior Midday Supervisor and to undertake such other broadly analogous duties as may be allocated.
- Understanding and complying with Health and Safety rules and procedures.
- To carry out any other duties commensurate with the grading of the post as requested.

Other General Duties

- To carry out any other duties commensurate with the grading of the post as requested, in the most effective, efficient and economic manner available.
- To attend full staff, departmental and other meetings with staff working groups as requested.
- Participate in training and other learning activities and performance management and development as required.

- To comply with Health and safety responsibilities as part of performing the role
- To have an understanding of the challenges and opportunities that relate to the changing needs of a maintained secondary school.
- Contribute to the overall ethos / work / aims of the School.
- Equal Opportunities: Be aware of and support difference and ensure equal opportunities for all.
- Support: Appreciate and support the role of other professionals.

This job description is not necessarily a comprehensive definition of the post. It may, from time to time, be subject to modification or amendment in consultation with the holder of the post and other relevant parties.

PERSON SPECIFICATION

Skills/Ability/Knowledge

- Previous experience of working in a secondary school as a midday supervisor or similar
- Ability to relate well to children and adults.
- Ability to accept instructions and follow procedures, but also use initiative.
- Some knowledge of simple first aid treatment.
- Awareness of safety requirements.
- Ability to supervise large numbers of pupils.
- Ability to work as a member of a whole school team.
- Ability to work unsupervised.
- Ability to work under pressure.

Experience

It would be helpful if you have had some experience working with young people and midday supervision in a Secondary School environment