Job Description

POST: Lunchtime Supervisor

RESPONSIBLE TO: The Principal, under the day-to-day management and leadership of the Head of Primary Phase.

RESPONSIBLE FOR: N/A

GRADE: SCP 03 £3,591 per annum pro-rata’d salary.

KEY RELATIONSHIPS: Academy Leadership Team; relevant teaching and support staff; LA representatives; partner professionals; parents; local community; other Oasis Academies and Oasis Community Learning central staff.

LOCATION: Oasis Academy: Shirley Park

WORKING PATTERN: 7.5 hours per week, term time only

JOB PURPOSE: Lunchtime Supervisor role: To ensure that the students are appropriately supervised during the lunchtime break and to encourage students to take responsibility for leaving the dining areas and other areas of the Academy used at lunchtime in a clean condition in close liaison with the Teaching, Support and Kitchen staff.

DISCLOSURE LEVEL: Enhanced

RESPONSIBILITIES FOR LUNCHTIME SUPERVISOR ROLE:

- Ensure that the students are appropriately supervised during lunchtime and break time.

- To supervise dining areas while students are eating and to be on duty in other areas of the Academy at lunchtime and break time.

- To ensure a calm and orderly environment while students are queuing for and eating food.

- To encourage students to take responsibility for leaving the dining areas and other areas of the school used at lunchtime and break time in a clean condition.

- Work in close liaison with the Teaching, Support and Catering staff on duty to secure a safe, orderly and clean environment for students, under the direction of the Principal or designated officer.

- To register students who are entitled to free meals and issue tokens.
• Build good constructive relationships with students which engender respect for their delegated authority
• Ensure the Behaviour Management Policy and Code of Conduct practices are followed including the use of rewards and sanctions
• Participate in any relevant training

**Safeguarding Children**

Oasis Community Learning 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 CRB checks.

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

**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 post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.**

Agreed by Postholder: _______________________________ (Print Name)
Postholder signature: _______________________________
Date: ________________
# Lunchtime Supervisor
## Person Specification

### Our Purpose
Oasis Academies exist to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a ‘can do’ culture which nurtures confident and competent people.

### Oasis Community Learning Ethos
Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the Oasis Community Learning Purpose, Ethos and Values document which accompanies this job description.

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<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<td>Literacy and Numeracy skills</td>
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<td>At least to GCSE or equivalent</td>
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| Leadership and management          | Self-motivated and committed to self-development                          | Evidence of recent relevant professional development                |

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<tr>
<th>Experience, Skills and knowledge</th>
<th>Experience within a workplace or other appropriate environment</th>
<th>Experience of effectively working with the public and/or students</th>
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<td>Experience of working effectively within a team</td>
<td>Experience of working within a school environment or with young people</td>
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<td>Awareness of Academy’s aims and ethos</td>
<td>Experience of using behaviour management strategies and techniques with young people</td>
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<td>Calm and adaptable with an ability to work within a flexible and busy environment</td>
<td>Experience and or knowledge of child protection procedures</td>
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<td>High expectations of behaviour and ability to challenge without confrontation</td>
<td>Good organisational skills and ability to work independently</td>
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<td>Good interpersonal skills</td>
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<td>Calm and level headed with ability to cope in an emergency</td>
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- Good level of fitness and able to move quickly around the site
- Ability to work with confidential information in a discrete manner
- Supports the Academy’s aims