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**Lunchtime Supervisor**

Job Description & Person Specification

Job Description

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| Purpose of the Post: | To assist and supervise individuals and groups of pupils during the lunch break, encouraging responsible and appropriate behaviour, activities and play ensuring the safety of pupils. |
| Reporting to: | Headteacher, teaching staff. |
| Responsible for: | n/a |
| Key Contacts: | Headteacher, teaching and support staff, pupils, parents. |
| Location: | Based at Newquay Primary Academy but there may be a requirement to travel to undertake work at or for other academies/sites within Cornwall Education Learning Trust. |
| Salary: | £3,917 per annum |
| Hours: | 10 hours a week term-time only + 2 Inset days (38.4 working weeks)  A flexible approach to working hours is required. |

**Principal Responsibilities:**

* Drive to collect meals from Trenance Learning Academy and return resources at the end of lunchtime (mileage to and from Trenance Learning Academy will be paid at current mileage rates.
* Serve meals to pupils
* To supervise children during the lunch period in accordance with the School’s behaviour policies. To complete the necessary records with regard to any incidents relating to such policies, in accordance with the policies.
* To interact positively with children to encourage them to engage in meaningful and constructive activities, and to deal with emergencies that may occur.
* To assist children in preparing for meals including hand-washing, helping children with the correct use of cutlery, promoting good table manners and encouraging children to eat a variety of foods.
* To remain aware of children’s food allergies, intolerances or other special dietary requirements and ensure such foods are avoided for the children concerned, with particular vigilance for children sharing packed lunches.
* Tidy the classroom after meals have been eaten.
* To deal with emergencies that may occur in accordance with the school’s procedures, and inform a member of the teaching staff/Headteacher in the event of an emergency. To ensure all sickness/accidents are recorded in accordance with the schools procedures.
* To administer minor first aid (as trained) and assist with sick children where necessary. To comply with the School’s First Aid policies and procedures.
* To report back to the appropriate Teacher any issues relating to children’s progress, achievements, behaviour or problems which may become apparent.
* To undertake all duties and responsibilities with due regard to the School’s Security Policy and, in particular, remain aware of intruders entering the school grounds.
* To be aware of the School’s Safeguarding policy/procedures and report any concerns observed during the course of duty in accordance with such procedures.
* To be aware of and adhere to applicable rules, regulations, legislation and procedures, including national legislation (Health and Safety, Data Protection).
* To be responsible for your own continuing self-development, undertaking training as appropriate.
* The post holder must be able to drive and have access to a car. They must hold a valid driving licence and business insurance.
* To undertake other duties appropriate to the grading of the post as required.

**General Responsibilities applicable to all staff:**

* To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
* To work effectively with other members of staff to meet the needs of all pupils.
* To work with professionalism in line with the Trust's Code of Conduct.
* To attend staff meetings and Trust-based INSET as required.
* To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
* To be aware of and adhere to all applicable Trust policies and procedures.
* To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

Note:

* This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
* The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
* This Job Description may be amended at any time in consultation with the postholder.

SPECIAL CONDITIONS OF EMPLOYMENT

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust’s policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance ‘Keeping Children Safe in Education’. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and a Disclosure and Barring Service (DBS) check.

Person Specification

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| **Selection Criteria** | **Essential** | **Desirable** | **How Assessed** |
| Education and  Training | * Qualified to NVQ level 2 or above (or equivalent qualification), including English and Mathematics. | * Completion of the DfES Induction for Teaching Assistants. * CLANSA or Cornwall Certificate in SEN. * Qualified to NVQ level 3 or above | Application Form/ Interview/ Certificates |
| Skills and Experience | * Good levels of literacy and numeracy. * Good standard of practical knowledge, skills and experience of working with children. * Good communication skills. * Patient and friendly approach. * Self-motivated and able to work in a team. * Good organisational skills. * Able to meet deadlines and prioritise between different demands. * Basic ICT skills. | * Experience of working with children within a classroom environment or similar at different key stages or within different departments. * Recent experience of working with children who have Autism. | Application Form/ Interview |
| Specialist Knowledge | * Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people. * Demonstrates an awareness, understanding and commitment to equality and inclusion. | * Knowledge of a particular area of the curriculum or children’s needs (i.e. early years, EBD, ALS, literacy or numeracy). * Knowledge of a range of issues relevant to education and child development. | Application Form/ Interview |
| Values Related Qualities | * **Collaborate** – ability to work effectively as a team * **Empower** – ability to take initiative and problem solve in order to improve performance * **Leadership** – to lead by example and achieve shared goals * **Transformation** – ability to recognise a need for change and adapt accordingly |  | Application Form/ Interview |



CORNWALL EDUCATION LEARNING TRUST

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