

Job Description

POST:	Lunchtime Supervisor
LOCATION:	Oasis Academy Leesbrook
WORKING PATTERN:	Term time only, 15 hours per week (Monday – Friday, 11.00am – 2.00pm)
RESPONSIBLE TO:	Operations Manager
KEY RELATIONSHIPS:	Academy Leadership Team; relevant teaching and associate staff; partner professionals; parents; students; local community; other Oasis Academies and Oasis Community Learning central staff.
JOB PURPOSE:	As part of a team assisting the Operations Manager in securing the safety, and welfare of students during the 3 x midday lunch breaks. This will involve effective supervision of students in and about the Academy Dining Hall and Playground.
SALARY RANGE:	SCP 2-4 £7,096.45 - £7,356.13 Pro-Rata (Full Time Equivalent £20,441 - £21,189)
DISCLOSURE LEVEL:	Enhanced

1) Principle Duties

- 1.1 Supervision and control of students in the dining hall.
- 1.2 Supervision and control of students in the playground and about other school premises.
- 1.3 Associated ancillary duties.

2) Main Duties and Responsibilities (as appropriate to nature/phase of school)

- 2.1 Supervision and control of students in the dining hall including:
 - 2.2 Where appropriate, assist/supervise students with their general hygiene requirements (washing, toileting changing clothing etc. in accordance with School Policy) prior to entering the dining room.
 - 2.3 Organising dinner queue and entrance of students into dining hall and from dining hall to playground; ensuring good behaviour and calm atmosphere. Dealing with any bullying/fighting/unruly behaviour that may occur by intervention or calling for assistance, reporting incidents to Operations Manager according to severity of incident.
 - 2.4 Directing students to seats, deciding on seating arrangements, separating problem students where necessary.
 - 2.5 Encouraging students to eat (including those with packed lunches) especially those with special needs or disabilities.

- 2.6** Being aware of students on special or restricted diets for medical reasons from information provided at the school. Assisting students with cutting up food, pouring liquids etc. where necessary.
- 2.7** Encouraging social skills and good table manners, ensuring safety with knives and forks. Ensuring students tidy/clear up in a satisfactory manner.
- 2.8** Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to students/staff.
- 2.9** Dealing with any bodily spillages in the dining hall in accordance with infection control procedures, ensure student goes to the medical room if appropriate.
- 2.10** Sharing responsibility with other Lunchtime Supervisors and/or teacher for the maintenance of order and discipline in the dining hall area.
- 2.11** Supervision and control of students in the playground and about other school premises.
- 2.12** Supervision and control of the school entrance during lunch break to ensure children do not leave the playground without permission/authorisation. Check on any strangers who may enter school premises in accordance with school guidelines, be observant of any loiterers and report to Operations Manager
- 2.13** Direction of students to the playground and supervision of their activities and behaviour, ensuring their safety and wellbeing, providing emotional support where necessary.
- 2.14** Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc.
- 2.15** Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school.
- 2.16** Reporting any bad behaviour, assaults, carrying of weapons/banned substances by students to the Operations Manager.
- 2.17** Supervision and control of students inside school premises when they are not allowed outside in inclement weather. Occupying students in various games and activities.
- 2.18** Ensuring in accordance with instructions given that all students return to the care of teachers at the end of the lunch period.
- 2.19** Associated ancillary duties.
- 2.20** Ensuring that any students who suffer accident or injury are dealt with appropriately in accordance with the School's agreed procedures.
- 2.21** Being aware of cultural differences between students, dealing with any incidents of racism or sexism in accordance with agreed procedures.
- 2.22** Assist with cleaning the dining hall at the end of lunchtime.

3) Child Protection

3.1 To have due regard for safeguarding and the promotion of welfare of children and young people and to follow the child protection procedures adopted by the school.

- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety.

To undertake appropriate professional development including adhering to the principle of performance management.

4) To adhere to the ethos of the school

4.1 To promote the agreed vision and aims of the school.

4.2 To set an example of personal integrity and professionalism.

4.3 Attendance at appropriate staff meetings and parents evenings.

Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

Safeguarding children and young people

Oasis 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 an enhanced DBS check.

Lunchtime Supervisor Person Specification

Our Purpose

Oasis Academies exists 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 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 Education Charter document which accompanies this job description.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Willing to undertake appropriate training 	
Experience, Skills & Knowledge	<ul style="list-style-type: none"> Experience of working with children Experience of working in a team 	<ul style="list-style-type: none"> Experience of working within a Primary school setting.

<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Develop good appropriate relationships with children and staff • Actively contribute to a happy safe and supportive play environment • Able to demonstrate initiative and work unsupervised • Flexible, responsible and balanced approach • Reliable, enthusiastic, approachable, committed, enthusiastic, patient • Able to work within a team • Able to deal with people from a broad cross-section of backgrounds at all levels internally and externally • Ability to remain discrete when privy to confidential information • Willingness to own the Oasis Community Learning ethos • Commitment to safeguarding and promoting the welfare of children and young people • Willingness to undergo appropriate checks, including enhanced DBS checks • Motivation to work with children and young people • Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline • Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos. 	
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