



Lunchtime Supervisor

Salary: SCP3 circa £5,142 pa. 8.75 hours per week
Reporting to: Line Manager TBC
Location: Green Lane Primary School

Main purpose of the job:

- As part of a team, assisting the senior staff in securing the safety, and welfare of pupils during the midday break. This will involve effective supervision of pupils in and about the premises and site(s) of the school in accordance with the general instructions of the Headteacher.
- To supervise and ensure the safety of children throughout the day
- To encourage children to treat each other with respect and to follow the school's behaviour policies at all times

Key Activities / Responsibilities:

Supervisory/Managerial

- Assisting as a member of the lunchtime staff team in the supervision of students on work experience, trainees and voluntary helpers with whom the post-holder is working, including being a role model of good practice.

Supervision and guidance

- To work under the instruction/guidance of senior LTS, and responsible to the Deputy Head

Range of decision making

- To make decisions using initiative where appropriate within established working practices.
- The postholder will be expected to use good common sense and initiative in all matters relating to:
 - the conduct and behaviour of individuals, groups of pupils and whole classes
 - the correct use and care of materials by individual and small groups of pupils
 - the safety, mobility (if required) and hygiene and wellbeing of the pupils

Responsibility for assets, materials etc

- To maintain the confidential nature of information relating to the school, its pupils, parents and carers

-  The provision, use and storage of equipment and materials used by pupils with whom the postholder is working
-  General responsibility for the care of all equipment and materials within the classroom/designated area of the school
-  General responsibility for the care of all equipment and materials within the dining room/designated area of the school

Contacts

-  Internal at all levels, parents/carers, governors, community groups, health, social services, police, local authority, contractors, external agencies

Range of duties:

Principal Accountabilities

-  Supervision and control of pupils in the dining hall, including:

Where appropriate, assist/supervise pupils with their general hygiene requirements (washing, toileting, changing clothing etc. in accordance with school policy) prior to entering the dining room.

- Organising dinner queue and entrance of pupils 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 Headteacher according to severity of incident.
- Directing pupils to seats, deciding on seating arrangements, separating problem pupils where necessary.
- Encouraging pupils to eat (including those with packed lunches) especially those with special needs or disabilities. Being aware of pupils on special or restricted diets for medical reasons from information provided at the school.
- Assisting pupils with cutting up food, pouring liquids etc. where necessary.
- Encouraging social skills and good table manners, ensuring safety with knives and forks.
- Ensuring pupils tidy/clear up in a satisfactory manner.
- Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff.
- Dealing with any spillages in the dining hall in accordance with infection control procedures, ensure pupil goes to the medical room if appropriate.
- Sharing responsibility with other midday supervisors and/or teacher for the maintenance of order and discipline in the dining hall area

-  Supervision and control of pupils in the playground and about other school premises, including:

- Where appropriate, collecting pupils from classrooms if going straight into the playground, ensuring they are adequately dressed for the prevailing weather conditions where necessary.
- 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 headteacher.
- Direction of pupils to the playground and supervision of their activities and behaviour, ensuring their safety and wellbeing, providing emotional support where necessary.
- Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc. Participating in games.
- Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school.
- Reporting any bad behaviour, assaults, carrying of weapons/banned substances by pupils to the Headteacher.
- Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather. Occupying pupils in various games and activities.

- Ensuring in accordance with instructions given that all pupils return to the care of teachers at the end of the lunch period.

 Associated ancillary duties, including:

- Locking and securing classrooms which contain personal belongings of staff and pupils.
- Checking toilet areas regularly for signs of pupil smoking/vandalism, blockage of toilets/wash basins and to ensure pupils are not loitering or playing in toilet areas.
- Reporting any damage or blockages to caretaking staff.
- Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the school's agreed procedures.
- Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures.
- Where required, to assist with the collection of dinner money and/or the completion of records/registers of children dining.

 Other duties of an appropriate level and nature will also be required.

Support for the school

-  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
-  Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
-  Contribute to the overall ethos/work/aims of the school
-  Appreciate and support the role of other professionals
-  Attend relevant meetings as required
-  Participate in training and other learning activities and performance development as required, including an evaluation record
-  To support, uphold and contribute to the development of Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community
-  There is an expectation that the post holder will comply with the school ethos in terms of behaviour and dress

Person Specification



<u>Qualifications and Training</u>	<u>Essential</u>	<u>Desirable</u>
 Willingness to participate in development and training opportunities.	ü	
<u>Knowledge</u>		
 Effective operational proficiency and fluency in spoken English. To be able to converse at ease with members of the public (including children) and provide guidance and advice in accurate spoken English.  Behaviour management  An understanding of the needs of a multicultural society.  An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs	ü ü ü	ü
<u>Experience</u>		
 Has worked with children		ü
<u>Disposition and attitude</u>		
 Ability to relate well to pupils and adults.  Work constructively as part of a team.  Ability to remain calm under pressure.  Demonstrate good co-operative, interpersonal and effective listening skills.  Demonstrate a commitment to working with children of the relevant age.  Good sense of humour  Flexibility and willingness to accept change.  Approachable, courteous and able to present a positive image of the school to callers and visitors.  Maintain confidentiality in matters relating to the school, its pupils, parents and carers.	ü ü ü ü ü ü ü ü ü	
<u>Other</u>		
 Candidates should indicate an acceptance of and commitment to the principles underlying the Council's Equal Rights policies and practices  Will not require holiday leave during term time.	ü	

- Must be legally entitled to work in the UK (Asylum and Immigration Act 1996). - No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (CRB check required). - Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995.	ü ü ü	
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This post is subject to satisfactory vetting, including a satisfactory enhanced disclosure from DBS