



## **Job Description**

<b>Job Title:</b>	<b>Lunchtime Supervisor</b>
<b>School:</b>	<b>Dixons Manningham Primary</b>
<b>Responsible to:</b>	<b>Principal / Learning Mentors</b>

To work under the instruction/guidance of Learning Mentor staff to undertake work / care / support pupils, to have a positive and healthy lunchtime.

### **Main Duties:**

1. To supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to activities during lunch times
2. To establish constructive relationships with pupils and interact with them according to individual needs
4. To promote the inclusion and acceptance of all pupils
5. To encourage pupils to interact with others and engage in activities
6. To set high expectations of behaviour and promote self-esteem and independence.
7. To create and maintain a safe and friendly environment at play and in the dining hall
9. To use strategies, in liaison with the learning mentors, to support pupils to achieve behaviour goals
10. To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
11. To ensure the dining hall is clean and fit for purpose
12. To 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.
13. To be aware of safeguarding issues and support the school in maintaining high expectations
14. To contribute to the overall ethos/work/aims of the school.
15. To appreciate and support the role of other professionals.
16. To attend and participate in relevant meetings as required.

17. To participate in training and other learning activities and performance development as required.

**Any Special Conditions of Service:**

There is a requirement to submit to an enhanced Criminal Records Bureau background check. Term time working.  
There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

Signed: ..... (Employee) Date: .....

Signed: ..... (Headteacher) Date:.....

## PERSON SPECIFICATION

**Job Title:** Lunchtime Supervisor

**School:** Dixons Manningham Primary

Essential Criteria	How Identified	Desirable Criteria	How identified
<b>SKILLS</b> Ability to speak English fluently  Ability to relate well to children and adults  Work constructively as part of a team	  Application form  Application form	  Ability to lead play activities	  Application form and selection process
<b>KNOWLEDGE &amp; UNDERSTANDING</b>  Understanding of relevant policies/codes of practice and awareness of relevant legislation  Understanding of promoting positive behaviours at play  Understanding of safeguarding and child protection	  Application form and selection process  Application form and selection process  Application form and selection process		  Application form and selection process
<b>OTHER CONDITIONS</b>  Ability to actively support pupils during playtimes and promote positive behaviours  Interest in and willingness to run activities	  Application form		  Application form and selection process