

SUMMARY OF MAIN DUTIES / RESPONSIBILITIES

Job Title: Lunchtime Supervisor

Job Purpose:

To supervise and ensure the safety of children throughout the mid-day break by encouraging children to treat each other with respect and to follow Cullingworth Village Primary School's Behaviour Policy at all times

Main Duties / Responsibilities

ORGANISATION

- Take instructions from the Lunchtime Manager and Senior Management Team (SMT) regarding the supervision of children throughout the breakfast and lunchtime break, giving instructions and guidance to Breakfast / Lunchtime Supervisors as appropriate
- Supervise designated areas by following the rules set out in the Behaviour Policy and reporting unruly behaviour to a member of SMT
- Deal with minor problems and report any persistent unruly behaviour, incidents of fighting, bullying or racial / personal abuse involving parents to the Lunchtime Manager or a member of the SMT as appropriate
- Ensure children leave the dining hall in a tidy condition by giving the necessary guidance to children in respect of cleaning plates, placing cutlery and crockery in trays provided and seating arrangement.
- Be aware of and comply with Cullingworth Village Primary School's policies relating to child protection, health and safety, confidentiality and data protection

RESOURCES

- Work as support to SMT, duty teachers during breaks as appropriate
- Provide advice and guidance to staff, students, parents/carers and others

Signed on behalf of the Employer

_____ (Headteacher) _____ (date)

I acknowledge that I have seen and received a copy of the above job description.

Signed _____ (Employee) _____ (date)

PERSON SPECIFICATION
Lunchtime Supervisor

	ESSENTIAL	DESIRABLE	How this will be identified
SKILLS AND EXPERIENCE	<ul style="list-style-type: none"> • Ability to supervise children effectively • Use of general cleaning equipment • Basic administrative experience • Ability to fulfil all spoken aspects of the role with confidence 	<ul style="list-style-type: none"> • Experience of working in an educational environment 	Application / Interview / References
QUALIFICATIONS		<ul style="list-style-type: none"> • GCSEs or equivalent (A-C) including Maths and English • Health and safety qualification, e.g First Aid 	Interview / Documents
TRAINING	<ul style="list-style-type: none"> • Evidence of self-development • Willing to undertake training as required and assist in training colleagues 		Application / Interview / Documents
SPECIAL KNOWLEDGE	<ul style="list-style-type: none"> • Understanding of health and safety issues 	<ul style="list-style-type: none"> • Awareness of policies and procedures relating to working in a school 	Application / Interview / References
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Flexible in terms of working hours including evenings and weekends on occasion in line with school calendar and lettings • Eligible to work in the U.K. • No contra-indications in personal background/criminal record indicating unsuitability to work with children/young people 		Interview / References Documents
DISPOSITION/ATTITUDE	<ul style="list-style-type: none"> • Ability to remain calm under pressure and prioritise demands • Ability to communicate effectively at all 		Interview / References

	<p>levels</p> <ul style="list-style-type: none"> • Flexible and positive approach to change • Willing to work as part of a team • Reliable, approachable and self-motivated • Ability to maintain a high level of confidentiality and discretion at all times. 		
PRACTICAL/INTELLECTUAL SKILLS	<ul style="list-style-type: none"> • Basic problem solving 	<ul style="list-style-type: none"> • Able to contribute to the wider school community and activities 	Application / Interview / References
PHYSICAL/SENSORY	<ul style="list-style-type: none"> • Must be able to perform all duties and responsibilities in work location with reasonable adjustments where appropriate. 		Interview
EQUALITY & SAFEGUARDING	<p>Candidates should indicate an acceptance of, and a commitment to:</p> <ul style="list-style-type: none"> • the principles of the school's equal opportunities policies and practices as they relate to employment issues and to the delivery of services to the community". • safeguarding and promoting the welfare of children and young people 		Interview