



Job Description

Job Title: Senior Lunchtime Supervisor

Location: Fountains High School

Job Description

Job Title	Lunchtime Supervisor
Location:	Fountains High School, Bitham Lane, DE13 0HB (may be required to support at Fountains High School Post-16 provision at Burton College)
Hours per week:	11 per week
Weeks worked per year:	38 Weeks (Term Time Only)
Reporting to:	Appointed Line Manager
Salary Scale:	Grade 3 Actual Annual Salary £6442.26

Main purpose of Role

- To work under the direction and instruction of senior staff to ensure and monitor the safety and behaviour of students during the school lunch break, and to allocate duties to other Lunchtime Supervisors.

Principal Accountabilities:

Main Duties	<ul style="list-style-type: none"> To direct and supervise a small team of Lunchtime Supervisors to ensure smooth transition of the lunchtime period. Under the direction of the line manager senior supervisors will organise and supervise the work of the lunchtime supervisors. Where the children dine away from the school, escorting them to and from the school dining room. Supervision of children before, during and after the meal, including the supervising of children to deposit leftover food from plates into receptacles provided. Supervision of children bringing sandwiches - to oversee that the debris left by children with packed lunches is removed/cleaned. Summoning help, where necessary, in case of injury or illness and providing basic first aid for minor injuries. Assisting the children with their table manners and use of cutlery and assisting with the cutting of meat etc for smaller children. Patrolling the playground and "out of bounds" areas regularly. Organising games and activities. Responsibility for ensuring that the dining room equipment is hygienically maintained. Help to maintain a safe working environment for pupils and staff by continuously monitoring dining and general circulation areas for food/drink spillages and taking prompt and effective action to deal with any such hazards in accordance with local procedures
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<p>Support to School</p>	<ul style="list-style-type: none"> • Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with. • 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, support and ensure equal opportunities for all. • Contribute to the overall ethos/work/aims of the school. • Appreciate and support the role of other professionals. • Attend and participate in relevant meetings as required. • Participate in training and other learning activities and performance development as required. • Assist with pupil needs as appropriate during the school day.
<p>Other General Requirements</p>	<ul style="list-style-type: none"> • Represent and promote the ethos and values of Esteem Multi-Academy Trust • To take and be accountable for all decisions made within the parameters of the job description • Participate with performance management and training and activities that contribute to personal and professional development • Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities & GDPR. • Provide a high standard of customer service in all dealings internal and external to the MAT • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

This Job Description is non-exhaustive and sets out the main expectations of the post holder. This Job Description can be altered with the agreement of the postholder and will be reviewed regularly. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The

successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good interpersonal skills. 	
Experience	<ul style="list-style-type: none"> • Customer focused and friendly 	<ul style="list-style-type: none"> • Previous experience working with SEN pupils • Experience in supervising and leading a team
Knowledge	<ul style="list-style-type: none"> • Good organising and prioritising skills 	
Abilities	<ul style="list-style-type: none"> • Ability to work constructively as part of a team. • Ability to relate well to children and to adults. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. 	

	<ul style="list-style-type: none"> • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	
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Signed:

Date: