



# Grestone Academy

Part of the Hamstead Hall Academy Trust



## Job description: Lunchtime Team Manager

<b>Reporting to:</b>	Headteacher
<b>Location:</b>	Grestone Academy
<b>Salary:</b>	Support Staff Grade 3 ( <i>points 3-8 £24,796-£26,824 FTE salary</i> ) Actual Salary £2,982-£3,226 (based on working pattern/ experience) Plus £1500 additional payment
<b>Working Pattern:</b>	7.5 hours per week / Monday to Friday/ Term time only
<b>Contract type:</b>	Permanent

### Main purpose

To assist the Headteacher by leading a team of Lunchtime Supervisors in securing the safety and welfare of pupils during the midday break. This involves the effective supervision of Lunchtime Supervisors. To administer first aid where appropriate.

### Duties and responsibilities

#### Principal Duties:

- To implement the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- To be an effective team leader
- Oversee and manage duty rotas for Lunchtime Supervisors and determine their locations in agreement with the Headteacher
- To act as Line Manager for all Lunchtime Supervisors and direct and supervise them in accordance with school policy
- To be responsible for ensuring that all paperwork in relation to payment of wages is in order and that timesheets are signed
- To be responsible for first stage discipline of Lunchtime Supervisors
- To ensure that pupils are supervised in the playground or classrooms according to the weather
- To ensure that adequate first aid treatment is available throughout the lunch period for both pupils and Lunchtime Supervisors
- To take appropriate action, in accordance with school policy, in the event of behaviour issues during the lunch period
- To ensure that all tables are correctly laid at the start of each sitting
- To ensure that pupils are in the dining hall at the required time for their lunch
- To assist the Headteacher in the recruitment of Lunchtime Supervisors
- To ensure that all spillages are mopped up as they occur with in the dining rooms



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- To ensure that pupils are escorted to and from the dining hall to their classrooms at all times
- To undertake as appropriate duties as described in Lunchtime Supervisor job description

### Associated Ancillary Duties:

- Checking toilet areas regularly for signs of pupil vandalism, blockage of toilets/wash basins and to ensure pupils are not loitering or playing in toilet areas. Reporting any damage or blockages to Headteacher
- 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
- Assist with cleaning the dining hall at the end of lunchtime

### Child Protection:

- To have due regard for safeguarding and promotion the welfare of children and young people
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies

### Other:

- 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
- To act as a first aider and ensure correct reporting procedures are followed at all times
- To promote the agreed vision and aims of the school
- Undertake relevant training related to the academy
- To set an example of personal integrity and professionalism
- Use CPOMS to log safeguarding concerns



## **Person specification: Lunchtime Team Manager**

### **Qualifications and training**

- GCSE or equivalent level, including at least a Grade C in English and Math's (desirable)
- Relevant first aid qualification (willing to undertake training)
- Experience in working with children
- Experience in working in a team

### **Skills and abilities**

- Be committed to the ethos and values of the school
- Be able to encourage children to achieve these aims through keeping the school's behaviour code
- Develop good appropriate relationships with children and staff
- Communicate positively and effectively to children and listen to them
- Actively contribute to a happy safe and supportive play environment
- Able to manage and develop a team effectively
- Good listening skills
- Willingness to provide the best possible care for all pupil