



OAK Multi Academy Trust, Copse Close,
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Job Description

Job Title: Lunchtime Supervisor
Oak Grade: 2 (pay points 3 to 4)
Hourly Rate: £12.85 - £13.05 per hour
Hours: 6.25 hours per week (14.22% FTE)
Responsible to: Lunchtime Manager

Overall Purpose of this Post:

To manage pupils throughout the lunchtime period, ensuring they are safely occupied during the lunchtime break.

Major Objectives:

- To follow instructions regarding lunchtime arrangements at Woodland Grange Primary School.
- To promote acceptable standards of behaviour in compliance with the School's behaviour management policy.
- To perform all tasks in a calm and orderly manner, and where required in compliance with the relevant procedures.
- To liaise with relevant sections of the School, providing information as necessary.
- To be responsible for dealing with accidents and/or problems of discipline during lunchtime.
- To ensure that Health & Safety requirements are adhered to.

Summary of job tasks:

- Manages and monitors pupils during the lunchtime break.
- Maintains good order and discipline amongst pupils, safeguarding their health and safety.
- Provides information for recording purposes to the Headteacher, teaching staff and support staff, e.g. regarding accidents, problems of discipline, etc.
- Liaises with teaching staff regarding provision and safety of lunchtime activities and regarding specific children, e.g., sports coaches, behaviour mentors.
- Undertakes random patrol duties, inside the school or within the grounds, as necessary.

Person Specification – Lunchtime Supervisor		
Training & Education	<ul style="list-style-type: none"> A level of numeracy and literacy sufficient to carry out the duties of the post. 	E
Experience	<ul style="list-style-type: none"> Experience of having worked with children 	E
Equal Opportunity	<ul style="list-style-type: none"> Must be able to recognise discrimination in its many forms and willing to put the School's Equality Policies into practice. 	E
Other Skills	<ul style="list-style-type: none"> Able to work as a member of a team. Able to use own initiative. High level of interpersonal skills to communicate with pupils and children in difficult situations Able to exercise confidentiality when necessary 	E E E E
Other Conditions	<ul style="list-style-type: none"> Willing and able to work outdoors in inclement weather conditions. Willing and able to attend training as necessary. Willing and able to deal with people from a variety of backgrounds. Must satisfy relevant pre-employment checks. This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Criminal Records Bureau (CRB) Disclosure check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time. 	E E E E

Job Requirements: Essential (E) or Desirable (D)