

Hull Collaborative Academy Trust Job Description

Post title: **Lunchtime Supervisor**

Reports to: **Office Manager / Headteacher**

Grade: **1**

Main Purpose of the Post

Supervises individual and groups of children during lunch periods under the direction of the Headteacher / Office Manager.

Roles and Responsibilities

1. To promote and safeguard the welfare of children and young people.
2. Support pupils learning and emotional development by organising and participating in effective playtime activities, both indoor and outdoor.
3. Assist with the cleaning and preparation of the hall before, during and after the lunchtime period.
4. Provide safe and effective supervision of pupils before, during and after mealtimes.
5. Supervise toilet activities and support any SEN children as required.
6. Promote good eating habits, manners, hygiene and general good behaviour ensuring all school policies are followed.
7. To provide a first aid service as necessary to pupils as required, ensure the first aid kit is up to date and undertake all necessary first aid training.

Responsibility

1. Responsibility for Staff:

None.

2. Responsibility for Customers/Clients:

Health, safety, welfare and behaviour of pupils in the dining room during the lunch period.

Ensuring good order in the dining area.

Ensuring pupils have access to nutritional information.

3. Responsibility for Budgets:

None.

4. Responsibility for Physical Resources:

The post holder is responsible for the day-to-day care and cleanliness of equipment in the dining area and any play resources used.

Decision Making

Routine decisions on suitable activities for children.

When to escalate concerns and ask for help.

Contact with children

This post involves contact with children in a school setting and has safeguarding responsibilities.

Contacts and Reason for the Contact:

1. Within the School

Liaison with all school staff.

The post holder will supervise and instruct pupils when in the dining room/during lunch break.

2. Within the Trust

None.

3. With External Bodies to the Academy

None.

Risks to health

Physical demands – Medium risk when setting up dining room and using equipment on a daily basis.

Working conditions – Low risk – N/A.

Emotional demands – Low risk – N/A.

HCAT are committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 so is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

HCAT provide front line services, which recognise the need to respond flexibly to changing demands and circumstances. The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing

circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with HCAT Policies and Procedures.

HCAT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.

HCAT requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the schools overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the school's Health and Safety policy.

Person Specification

The person specification should be agreed in advance of the advert being placed and should specify criteria that will be used to decide the best candidate for the post. The selection process should be designed to test all of the requirements including questions, tests, presentation etc.

CRITERIA - headings and details for this post	ESSENTIAL	METHOD OF ASSESSMENT*	DESIRABLE	METHOD OF ASSESSMENT*
QUALIFICATIONS	<p>Safeguarding Level 1.</p> <p>The post-holder must either have or be willing to undertake a relevant first-aid qualification/certificate and carry out basic first-aid as and when required.</p>	<p>C, AF</p> <p>C</p>	<p>GCSE Level 2 or equivalent in Maths and English.</p>	C, AF
EXPERIENCE	<p>Adopting approaches that engage children and ensure appropriate behaviour.</p>	AF, I	<p>Experience of working in a school or educational establishment.</p>	AF, I
KNOWLEDGE	<p>A knowledge and commitment to safeguarding and promoting the welfare of children and young people.</p> <p>Knowledge of when to intervene to ensure children's behaviour is appropriate.</p> <p>Basic knowledge of nutrition and healthy eating.</p>	<p>R, I</p> <p>AF, I</p> <p>I</p>	<p>Awareness of the school's procedures and relevant legislation.</p>	AF, I

SKILLS	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	R, I		
	Motivation to work with children and young people.	R, I		
	Ability to communicate with and motivate children.	R, I		
	Good basic communication and interpersonal skills.	R, I		
	Ability to use own initiative and prioritise work.	I		
	Ability to deal with challenging behaviour and situations.	R, I		
PERSONAL QUALITIES	N/A.			
OTHER REQUIREMENTS	N/A.			

*Key: AF=application form; I=interview; T=test; P=presentation; R=references