



**SOLIHULL**

## **LUNCHTIME SUPERVISOR**

The primary responsibility of the lunchtime Supervisor is to provide effective supervision of Preparatory School pupils throughout the lunchtime period. They will be able to deal with issues promptly and appropriately. The successful candidate will be a team-player working as part of a larger team of lunchtime supervisors across the Preparatory School.

Lunchtime Supervisor work under the direction of a Senior Lunchtime Supervisor and the Deputy Head of the Preparatory School. The role is offered on a permanent, term-time only contract, 10 hours per week, 11.45am to 1.45pm Monday to Friday.

### **Principal areas of responsibility:**

- Effective management of lunchtime queuing system, ensuring all pupils receive their food without delay.
- Supporting pupils in making appropriate dietary choices.
- Monitoring the pupils in the Refectory whilst they are eating, ensuring good behaviour is maintained and that the pupils clear their trays away after eating.
- Accompanying pupils to and from the Refectory from their classrooms, promoting safe and sensible behaviour.
- Monitoring pupils in the Prep School during the lunch break, dealing with any issues and pupil concerns that may arise.
- Attending to pupils who may be upset, or who are sick or injured, seeking medical advice where necessary. To complete accident reports where necessary.
- Liaising with Prep School staff regarding any unresolved or ongoing issues, seeking support as necessary.
- Assisting with play activities, encouraging and facilitating engagement of all pupils.
- To supervise and monitor the use of changing rooms during lunchtimes.
- Issue appropriate rewards and sanctions as guided by form tutors and PMG.

The Job Description is subject to:

- Other reasonable requests by negotiation with the Bursar and Headmaster and Preparatory School Management Group.
- Annual Review

## Person Specification: Lunchtime Supervisor

**In order to be shortlisted for a role at Solihull School, you must demonstrate that you meet all of the essential criteria and as much of the desirable criteria as possible.**

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Grade C or above in GCSE Mathematics and English (or equivalent)</li> <li>• Willingness to undertake CPD and training</li> </ul>	<ul style="list-style-type: none"> <li>• Paediatric or other First Aid Certificate.</li> <li>• Level 2/3 (or equivalent) Childcare or Teaching Assistant qualification.</li> <li>• L1 Safeguarding Training.</li> </ul>
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Previous experience of working with and supporting pupils in KS1,KS2 and EYFS</li> <li>• Experience of working as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of pupils with SEND</li> <li>• Previous experience working as a lunchtime supervisor</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent organisational skills and the ability to multi-task</li> <li>• Excellent written and verbal communication skills.</li> <li>• Awareness and understanding of safeguarding and welfare of children</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to relate to children and build positive relationships with them</li> <li>• Ability to challenge colleagues and provide constructive criticism as required</li> <li>• Ability to contribute to strategic plans</li> <li>• Ability to work under pressure, organise and prioritise workload</li> <li>• Ability to work on own initiative, work without direct supervision and solve problems</li> <li>• Ability to draw clear, calm boundaries when appropriate</li> <li>• The capacity to remain calm and cope with the unexpected</li> <li>• Ability to problem solve</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to assess and defuse difficult conversations and communications</li> </ul>

## Requirements of all Staff Members at Solihull School:

	REQUIREMENT
<b>Requirements within role</b>	<ul style="list-style-type: none"><li>• Commitment to safeguarding children.</li><li>• Adherence to the school's policies, processes and procedures including the Safeguarding and Child Protection Policy.</li><li>• Supporting the aims and values of the school, including the school's Christian ethos, acting as a role model to pupils and treating all members of the school community with respect.</li><li>• Commitment to continuing professional development, willingness to undertake training as required, participate in staff training including INSET days where required and reflect, and improve on, own practice.</li><li>• Participation in the effective management of the school by attending meetings as required.</li><li>• Adhering to the Health &amp; Safety Policy, ensuring that all tasks are carried out safely and effectively with due regard for the health &amp; safety of all members of the school community.</li></ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>• Physical and mental capacity to undertake the role, and an exemplary previous attendance record.</li><li>• Highly professional manner, flexible attitude and a supportive colleague who is able to build positive relationships with relevant stakeholders.</li><li>• High degree of personal integrity and confidentiality.</li><li>• Able to take a common-sense approach with high levels of diplomacy, tact and empathy.</li><li>• High standards of work with excellent attention to detail.</li></ul>