



JOB DESCRIPTION

TITLE:	Lunchtime Supervisor
POST NO:	September 2023
SCHOOL:	River Bank Primary School
RESPONSIBLE TO:	Operations Manager
GRADE:	SCP1 10 hours per week (2 hours each day). Term time only.

PURPOSE OF POST:

As part of a team ensure the safety and general welfare and proper conduct of the pupils during the midday break period and provide them with a range of high quality play experiences within a happy and caring environment.

RESPONSIBILITIES:

1. To be responsible for promoting positive play experiences and opportunities for the children during the lunchtime break and to actively support pupils in the playground/play area by teaching them how to play co-operatively, introducing them to a range of playtime games and activities.
2. To encourage, support and foster positive relationships between children by providing positive and active play experiences and opportunities
3. To be part of the setting up and organisation of equipment and resources for the children to use during playtime and be responsible for ensuring it is all put away at the end of play

- 4. To promote self-discipline, high standards of behaviour and positive attitudes on the part of the children and to implement school policies and procedures to foster them**
- 5. Encourage and assist pupils in eating, cutting up food, providing guidance on the proper use of cutlery. Assist with the clearance of spillages as necessary and assist pupils in transporting trays and returning crockery to the food counter**

January 2016

- 6. Assist pupils as required with toileting and personal hygiene (under the general direction of the class teachers)**
- 7. Listen to children and respond to their needs in accordance with school policy and procedures.**
- 8. To contribute positively and support the overall aims and ethos of the school.**

Supervisory Management: None. Financial Resources: None. Physical Resources: None. Other: Responsible for the safety and conduct for a specified number of pupils

CONTEXT: All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Physical Effort: May be required to lift and handle pupils and their walking aids (walking frames, buggies etc.)



Working Environment: May be required to help clear up vomit, food spillages and assist with toileting on a daily basis. The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service

CVs will not be accepted for any posts based in schools.

SPECIFICATION	ESSENTIAL	HOW MEASURED	DESIRABLE	HOW MEASURED
Experience	Demonstrable experience of working with children or young people. Some experience of performing basic cleaning.	1, 2 1, 2	Some experience of working with people with special educational needs. Experience of working in a school environment is desirable for this post. Some experience of facilitating practical activities / games for children at lunchtimes.	1,2 1,2 1,2

Skills / Abilities	<p>Able to follow guidelines and procedures. Able to work effectively as part of a team. Able to work on own initiative</p> <p>Able to encourage, coach and support all children</p> <p>Able to communicate effectively and appropriately with adults and children</p>	<p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p>		
Competencies	<p>Able to demonstrate appropriate motivation to work with young people.</p> <p>Able to form appropriate relationships with young people</p>	<p>1,2</p> <p>1,2</p>		

Equality Issues	Able to recognise and act on discrimination	1,2		
Specialist Knowledge	Able to demonstrate an empathy with and understanding of needs of all pupils, including those with special educational needs	1,2		
Education and Training				



Other requirements				
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(1 = Application form 2 = Interview 3 = Test 4 = Proof of qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The job holder will ensure that River Bank's policies are reflected in all aspects of his / her work, in particular those relating to;

- I. Equal Opportunities
- II. Health and Safety
- III. Data Protection Act (1984 & 1998) IV. Safeguarding

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