

Job Description



Three
Spires
TRUST

'Life in all its fullness'

Academy	St Michael's CofE Primary Academy
Position	Lunchtime Supervisor
Salary	TST Grade 2 SCP 4
Contract	7.08hrs per week (working 11:50 – 13:15 Mon-Fri), term time only, permanent
Responsible to	Principal

All staff have a pivotal role to play in every pupil's spiritual, moral, social and cultural development. Through our mission to ensure that every pupil experiences life in all its fullness, we ensure that we support each pupil through the promotion of our Christian values. This mission and our values underpin the work of every member of staff in all of our academies.

The duties outlined in this job description will be reviewed with the post holder on an annual basis in line with the academy's performance management procedures. It may be modified by the Principal with the agreement of the post holder, to reflect or anticipate changes in the job commensurate with the salary and job title.

Statement of Purpose

To work under the direction and instruction of senior staff to provide the care of the children during the school lunch break.

Supervision of Pupils

- Supervision of pupils before, during and after the lunchtime.
- Supervision of pupils bringing packed lunches.
- Summoning help, where necessary, in case of incidents, injury or illness and providing basic first aid for minor injuries.
- Patrolling the academy site and "out of bounds" areas regularly.
- Organising games and activities.
- Engaging with pupils and promoting positive behaviours.
- Promoting the ethos of the school and employing a trauma-aware response to situations.

Resources

- Ensuring that the dining room equipment is hygienically maintained.
- Setting up and clearing away dining room equipment such as chairs and tables, when necessary.
- Helping to maintain a safe working environment for pupils and staff by continuously monitoring dining and general circulation areas for food/drink spillages and taking prompt and effective action to deal with any such hazards in accordance with local procedures.

Operational Responsibilities

- Supporting and upholding academy policies.
- Promoting and safeguarding the welfare of pupils.
- Complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Supporting and ensuring equal opportunities for all.
- Contributing to the overall ethos/work/aims of the academy.
- Appreciating and supporting the role of other professionals.
- Attending and participating in relevant meetings as required.
- Participating in training and other learning activities and performance development as required.

- Assisting with pupil needs as appropriate during the academy day.

Post holder signature	
Principal signature	
Date	

Person Specification

Essential Criteria	Measured by
Qualifications/Training <ul style="list-style-type: none"> • Good interpersonal skills. 	Application form / interview
Knowledge/Skills <ul style="list-style-type: none"> • Ability to work constructively as part of a team. • Ability to relate well to children and to adults. • Good organising and prioritising skills. 	Application form / interview
Behavioural Attributes • Customer focused. <ul style="list-style-type: none"> • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenges barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Committed to the provision and improvement of quality service provision. • Adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. • Empathetic with the Christian ethos of the school. 	Application form / interview

Note 1: In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- *Motivation to work with children and young people.*
- *Ability to form and maintain appropriate relationships and personal boundaries with children and young people.*
- *Emotional resilience in working with challenging behaviours and*
- *Attitudes to use of authority and maintaining discipline.*