

CHILDREN AND LIFELONG LEARNING – HR SERVICES

School				
Job No.	Post Title	Grade	JE Pts	Date
J1867	Senior Lunchtime Supervisor (with setting up)	Grade 3	348 NJC	April 2008

Statement of Purpose

To work under the direction and instruction of senior staff to ensure and monitor the safety and good behaviour of children during the school lunch break, and to allocate duties to other Lunchtime Supervisors.

Supervision of Pupils

- Where a school has detached premises, the duties supervise pupils moving between them and the school.
- Supervision of children before, during and after the meal, including the supervising of children to deposit leftover food from plates or packed lunch debris into the receptacles provided.
- Ensure that no pupils have remained after the break in areas that the Headteacher requires to be cleared.
- Report any persistent unruly behaviour to the Headteacher.

Support of Pupils

- Summon help, where necessary, in case of injury or illness and providing basic first aid for minor injuries.
- Report any accidents to the Headteacher; and completing written accident reports as required.
- Assist the children with their table manners and use of cutlery, and assisting with the cutting of meat etc for smaller children.
- Organise games and activities.

Supervision of Other Staff

- Under the direction of the Headteacher, senior supervisors will organise and supervise the work of the supervisory assistants; they will report to the Headteacher absences of supervisory assistants.

Resources

- Responsibility for ensuring that the dining room equipment utilised is hygienically maintained.
- Setting up and clearing away dining room equipment such as chairs and tables.
- Help 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

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Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

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Person Specification

Senior Lunchtime Supervisor (with setting up)

Level 2

Essential Criteria	Measured By
Qualifications/Training <ul style="list-style-type: none"> • NVQ 2 equivalent qualification or experience in relevant discipline. • Good Interpersonal skills. • Basic numeracy and literacy skills. 	AF/I
Knowledge/Skills <ul style="list-style-type: none"> • Ability to work constructively as part of a team. • Ability to direct other adults. • Ability to relate well to children and to adults. • Good organising, planning and prioritising skills. 	AF/I
Behavioural Attributes <ul style="list-style-type: none"> • Customer focused. • 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 challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is 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. 	AF/I

AF - Application form | - Interview

Note 1:

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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.***