

## Person Specification Lunchtime Supervisor

Person Specification		
	Essential	Desirable
Qualifications & Training		
	<ul style="list-style-type: none"> <li>➤ Level 2 Numeracy/Literacy or willingness to work towards.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Support Work in Schools (S.W.I.S.) Level 2.</li> <li>➤ Cleaning certificate</li> <li>➤ Safeguarding online training course</li> </ul>
Skills & Knowledge		
	<ul style="list-style-type: none"> <li>➤ Ability to effectively and appropriately communicate with pupils</li> <li>➤ Have an understanding of child protection procedures</li> <li>➤ Ability to identify potentially challenging situations and diffuse them in a calm and professional manner</li> <li>➤ Very high levels of concentration &amp; alertness required.</li> <li>➤ Willingness to participate in organisational development and training.</li> <li>➤ Excellent communication Skills.</li> <li>➤ Excellent team Working Skills.</li> <li>➤ Caring Skills.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Knowledge of basic hygiene procedures.</li> <li>➤ Appropriate knowledge of basic First Aid.</li> <li>➤ An understanding of the procedure in referring pupils to First Aid.</li> </ul>
Experience		
	<ul style="list-style-type: none"> <li>➤ Decision making when to intervene to prevent children injuring themselves or others.</li> <li>➤ Supporting or being in the company of pupils</li> </ul>	
Beliefs, Values and Personal Qualities		
	<ul style="list-style-type: none"> <li>➤ Energy, enthusiasm and drive.</li> <li>➤ Ability to work under pressure.</li> <li>➤ Flexibility.</li> <li>➤ Attention to detail.</li> <li>➤ Team Player.</li> <li>➤ Excellent role model for young people and for staff.</li> <li>➤ A sense of humour.</li> <li>➤ Willingness to support and contribute school events in and out of school time.</li> <li>➤ Committed to providing the best for all students at Castleford Park Junior Academy</li> </ul>	

## Job Description Lunchtime Supervisor

### OVERALL RESPONSIBILITY

#### TASKS - OPERATIONAL

- To supervise and support pupils during meal breaks to ensure their welfare and safety is upmost and that good conduct is maintained at all times.
- To supervise queues waiting to enter the dining areas.
- To supervise all areas both inside and outside where pupils congregate during lunch time.
- To encourage pupils to follow active lifestyles and make healthy options
- To ensure pupils follow procedures in clearing away their plate and any rubbish.
- To promote positive attitudes towards others and encourage self-discipline and mutual respect
- To ensure that all pupils return to their classrooms in a calm and timely manner.
- To report all accidents in accordance with First Aid reporting procedures and complete the Accident Report book.
- Ensure the dining room is kept in an orderly manner and is not a Health and Safety risk.
- Ensure that spillages are wiped up immediately within the dining area and surrounding spaces.
- Ensure the correct cleaning materials and products are used when cleaning tables and floors.
- Attend to pupils who are ill during lunch time – as and when required, and refer to First Aid, by following the Academy's standard operating procedures for all aspects of safeguarding.
- Report any potential issues relating to the welfare of the pupils, e.g. suspected bullying, cyber bullying, name calling, eating disorders etc.
- Be vigilant and question (professionally) adults on site without appropriate ID badge.

Other duties commensurate with the grade of the post as directed by the Headteacher.

#### HEALTH AND SAFETY

- Undergo Basic First Aid training and update courses if designated first aider.
- Undergo basic safeguarding training
- Follow the Academy's Standard Operating procedures for all aspects of Safeguarding and all other policies relating to Health and Safety.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Support the School's implementation of all current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, and Child Protection.

#### CONTINUAL PROFESSIONAL DEVELOPMENT

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the School.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Undergo appropriate training to support the delivery of 'specified work' in order to develop skills for the post.
- Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

## **Responsibilities for resources**

### **People**

Pupils, at the school – looking after the welfare and discipline over the whole of the lunch break.

## **Physical Resources/Physical Efforts**

This job involves:

Awkward Postures, Walking, Standing, Pushing/Pulling & Lifting/Carrying

## **Characteristics of the post:**

Both outdoor working conditions in dry weather & indoor working conditions in wet weather.

All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.

Employees are encouraged to participate in training activities in order to enhance their own personal development.