



Job Description and Person Specification

Post title:	Senior Lunchtime Supervisor
Accountable to:	
Grade:	ALP 3
Post holder name:	
Post holder signature:	

ROLE OVERVIEW:

To work under the direction and instruction of Academy Leadership to ensure and monitor the safety and behaviour of children during the academy lunch break, and to allocate duties to other Lunchtime Supervisors.

KEY ACCOUNTABILITIES:

MAIN DUTIES

- Where the academy has detached premises, the duties supervise students moving between them and the academy.
- Supervision of students before, during and after the meal, including the supervising of students to deposit leftover food from plates or packed lunch debris into the receptacles provided.
- Ensure that no students have remained after the break in areas that Academy Leadership requires to be cleared.
- Report any persistent unruly behaviour to Academy Leadership.
- Summon help, where necessary, in case of injury or illness and providing basic first aid for minor injuries.
- Report accidents to Academy Leadership, where appropriate; and complete written accident reports as required.
- Assist the students 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 Academy Leadership, senior supervisors will organise and supervise the work of the Lunchtime Supervisors; they will report to Academy Leadership any absences of Lunchtime Supervisors.

RESOURCES

- Responsibility for ensuring that the dining room equipment utilised is hygienically maintained.

SAFEGUARDING

- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, PREVENT and our safeguarding and child protection policies).
- Work with the Designated Safeguarding Lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

CORPORATE RESPONSIBILITIES

- Show support for and uphold our ethos, value, all policies and procedures.
- Promote high standards in attendance, punctuality and appearance adhering to Staff Code of Conduct.
- Act with professionalism, integrity at all times, promoting the Trust values.

- To comply with any reasonable request from a Principal or other Trust Leader to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description.
- Comply with data protection legislation and follow the principles of GDPR.
- Promote a commitment to equal opportunities and anti-discriminatory practice adhering to the Trust Equal Opportunities Policy.
- Promote a work environment that protects people's health and safety and that promotes welfare, which is in accordance with the Trust Health and Safety Policy and legislation.

Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the performance management cycle. Any significant change in level of accountability that could result in a change to the interim grade must be discussed with the post holder and representative where necessary.

PERSON SPECIFICATIONS: SENIOR LUNCHTIME SUPERVISOR

Education & Qualifications	Essential	Desirable
NVQ 2 equivalent qualification or experience in relevant discipline.	✓	
Good interpersonal skills	✓	
Basic numeracy and literacy skills	✓	
Experience		
Experience working with or caring with children of relevant age group.	✓	
Knowledge & Skills		
Ability to direct other adults.	✓	
Ability to relate well to children and adults.	✓	
Have good organisational, planning and prioritising skills.	✓	
Ability to work constructively as part of a team.	✓	
Personal Attributes		
Customer focussed.	✓	
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 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 of service provision.	✓	
Is adaptable to change/embraces and welcomes change.	✓	
Communicates effectively.	✓	
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.	✓	
Acts with pace and urgency being energetic, enthusiastic and decisive.	✓	
Has the ability to learn from experiences and challenges.	✓	
Commitment		
Committed to Affinity Learning Partnership values and aims, acting as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust.	✓	
Recognise and respect difference between individuals and play their part in making the Trust more inclusive, aware of and committed towards diversity and equal opportunities.	✓	

Committed to own continual professional development	✓	
Other		
Ability to travel to other Trust sites	✓	
Is fluent in the use of the English language	✓	