



Person Specification
Castleford Academy
Lunch Time Supervisor

	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> • Level 2 Numeracy/Literacy or willingness to work towards.
Experience	<ul style="list-style-type: none"> • Decision making when to intervene to prevent children injuring themselves or others. • Supporting or being in the company of pupils aged 11-19. 	
Skills & Knowledge	<ul style="list-style-type: none"> • Ability to effectively and appropriately communicate with pupils aged 11-19. • Have an understanding of child protection procedures. • Ability to identify potentially challenging situations and diffuse them in a calm and professional manner. • Very high levels of concentration & alertness required. • Willingness to participate in organisational development and training. • Excellent communication skills. • Excellent team working skills. • Caring skills. 	<ul style="list-style-type: none"> • Knowledge of basic hygiene procedures. • Appropriate knowledge of basic First Aid.
Beliefs, Values & Personal Qualities	<ul style="list-style-type: none"> • Energy, enthusiasm and drive. • Ability to work under pressure. • Flexibility. • Attention to detail. • Team player. • Excellent role model for young people and for staff. • A sense of humour. • Willingness to support and contribute school events in and out of school time. • Committed to providing the best for all students at Castleford Academy. 	



Job Description Lunch Time Supervisor

RESPONSIBLE TO	Cleaning Manager
-----------------------	-------------------------

MAIN AREAS OF RESPONSIBILITY

- To supervise 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 ensure pupils follow procedures in clearing away their plate and any rubbish.
- To ensure that all pupils return to their classrooms in a timely manner.
- To report all accidents to the senior member of staff or Year Leader that is on duty.
- Follow yellow slip procedure when referring unacceptable behaviour to Year Leader, however in serious cases refer immediately to SLT/Year Leader on dinner duty.
- 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.
- 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.

Data Protection and Safeguarding

- To work and process personal and sensitive information in accordance with the Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To ensure that you are kept updated with the requirements of Keeping Children Safe in Education and have responsibility for promoting and safeguarding the welfare of children and young people.

Health and Safety

- Where appropriate, undergo Basic First Aid/Health and Safety training and update courses.
- 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 Academy's implementation of all current statutory requirements, e.g., The Equalities Act and Child Protection legislation.

Continuing Professional Development

- Keep up-to-date and informed on changes to legislation, and roles and responsibilities.



- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in marketing/communications which may lead to improvements in provision.
- Undertake any necessary professional development as identified in the Academy/Trust Development Plan, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice

Candidates must also be willing to undertake any other responsibilities requested by the Headteacher.

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