




Job Description: **LUNCHTIME SUPERVISOR**

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| Job title: | LUNCHTIME SUPERVISOR | Team: | LEARNING SUPPORT |
| Based at: |  THE WELLDON PARK ACADEMY | | |
| Salary: | Grade 2, Scale 8, £14.71 per hour | | |
| Line Manager: | Assistant Headteacher | | |
| Hours: | 10 hours per week | | |
| Contract: | Term Time Only including 5 training days (39 weeks) | | |

Essential Functions:

- To safeguard children in every interaction including a proactive approach to health and safety
- To support all children eating, being healthy and having good hygiene
- To supervise, interact and engage with all children through play, fun and rewards
- To work professionally with all adults, following the code of conduct at all times
- To undertake any other duties as required by the academy or trust

Support Children: ○ support children in eating for example how to chop food, encouraging them to eat and supporting healthy lunch choices, making adaptations for children with SEND or other medical needs

○ model safe play with children and engage with them in games and activities ○ keep safety as the priority at all times and ensure children are playing safely together ○ provide feedback to children using the academy recording system ○ be kind, calm and nurturing to every child

Support Teachers: ○ keep everywhere tidy, organised and ensure lunch is set up in advance and cleared away swiftly ○ complete administrative tasks to support such as lunch registration or keeping a food or behaviour log ○ contribute to behaviour management proactively to prevent potential problems arising ○ supervise the playground zone allocated and work with colleagues across zones as required ○ feedback any concerns regarding healthy eating or behaviour to the teacher or a leader

Support the Academy & Trust: ○ ensure you always meet your statutory safeguarding and equality duties
○ commit to professional development, fully engaging with continuing professional development ○ follow all policies and procedures without exception ○ develop and maintain effective relationships with all adult stakeholders ○ go the extra mile to demonstrate a commitment to “children first”

This job description is not a contract of employment and will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the relevant manager or leader, and in consultation with the postholder. In these circumstances, it will be the aim to reach an agreement on reasonable changes, but if an agreement is not possible, management reserves the right to make changes to the job description following consultation. As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

I confirm that I have read the job description and understand the requirements, essential functions and duties of the position.

Employee:

Date:

Manager:

Date:

The Pegasus Partnership Trust is committed to safeguarding of children and expects all staff to demonstrate this commitment.

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|---|---|--------------|-------------------------|
|  Person Specification: LUNCHTIME SUPERVISOR | | | |
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| Based at: |  THE WELLDON PARK ACADEMY | | |

For each point below, explain how you meet the person specification in your supporting statement (no more than two sides of A4 paper) and ensure your application form covers your qualifications and full employment history.

| CRITERIA | Application | Assessment |
|---|-------------|------------|
| Education & Training | | |
| 1. Have at least one GCSE grade 4-9 pass (or equivalent) | | |
| 2. Evidence of Right to Work in the UK | | |
| Experience | | |
| 3. An understanding of how children play and develop through the primary years | | |
| Knowledge & Understanding | | |
| 4. Explain what safeguarding is and have read a school or academy policy | | |
| 5. Explain what special educational needs and disabilities (SEND) are and how adults can support children with SEND | | |
| 6. Know how to keep children safe when eating, in the playground and transition | | |
| Skills and Qualities | | |
| 7. Clear spoken and written english and the ability to communicate clearly | | |
| 8. The ability to stay calm and be patient and be understanding when dealing with the children. | | |
| 9. Be a positive, calm, people-focused person who can work effectively in a team | | |
| 10. Be honest, be open to feedback, and committed to professional development | | |

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