PERSON SPECIFICATION

Job Title: Lunchtime Supervisor **Job No:**

Grade: GR2 **Division:**

No of Post: Section:

Method of Assessment (M.O.A.)
A.F. = Application Form; I = Interview; T = Test or Exercise; P = Presentation

CRITERIA	ESSENTIAL	DESIRABLE	M.O.A.
EXPERIENCE (Relevant work and other experience)	None as training will be given.	Experience working with children Experience working in a team	AF/I AF/I
SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public)	Be committed to the ethos and values of the school Be able to encourage children to achieve these aims through keeping the school's behaviour code Develop good appropriate relationships with children and staff Communicate positively and effectively to children and listen to them Actively contribute to a happy safe and supportive play environment Able to work within a team		AF/I AF/I AF/I AF/I AF/I AF/I
TRAINING	Willing to undertake appropriate training		AF/I
EDUCATION/ QUALIFICATIONS NB Full regard must be paid to overseas qualifications			
OTHER	Approachable, sympathetic, enthusiastic, patient, resourceful		AF/I

CONTRA INDICATION			

JOB DESCRIPTION

Job Title: Lunchtime Supervisor **Job No:**

Grade: GR2 **Division:**

No of Posts: Section:

1.0 JOB PURPOSE:

1.1 As part of a team assisting the Senior Lunchtime Supervisor/Headteacher in securing the safety, and welfare of pupils during the midday break. This will involve effective supervision of pupils in and about the premises and site(s) of the school

2.0 DUTIES AND RESPONSIBILITIES:

2.1 Principle Duties

2.1.1 Supervision and control of pupils in the dining hall.

2.1.2 Supervision and control of pupils in the playground and about other school premises

2.1.3 Associated ancillary duties

2.2 Main Duties and Responsibilities (as appropriate to nature/phase of school)

2.2.1 Supervision and control of pupils in the dining hall including:

2.2.1.1 Where appropriate, assist/supervise pupils with their general hygiene requirements (washing, toileting changing clothing etc. in accordance with School Policy) prior to entering the dining room

2.2.1.2 Organising dinner queue and entrance of pupils into dining hall and from dining hall to playground; ensuring good behaviour and calm atmosphere. Dealing with any bullying/fighting/unruly behaviour that may occur by intervention or calling for assistance, reporting incidents to Headteacher/Senior Lunchtime Supervisor according to severity of incident

2.2.1.3 Directing pupils to seats, deciding on seating

arrangements, separating problem pupils where necessary

2.2.1.4 Encouraging pupils to eat (including those with packed lunches) especially those with special needs or disabilities.

2.2.1.5 Being aware of pupils on special or restricted diets for medical reasons from information provided at the school. Assisting pupils with cutting up food, pouring liquids etc. where necessary

2.2.1.6 Encouraging social skills and good table manners, ensuring safety with knives and forks. Ensuring pupils tidy/clear up in a satisfactory manner

2.2.1.7 Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff

2.2.1.8 Dealing with any body spillages in the dining hall in accordance with infection control procedures, ensure pupil goes to the medical room if appropriate

2.2.1.9 Sharing responsibility with other Lunchtime Supervisors and/or teacher for the maintenance of order and discipline in the dining hall area.

2.2.2 Supervision and control of pupils in the playground and about other school premises, including:

2.2.2.1 Where appropriate, collecting pupils from classrooms if going straight into the playground, ensuring they are adequately dressed for the prevailing weather conditions where necessary

2.2.2.2 Supervision and control of the school entrance during lunch break to ensure children do not leave the playground without permission/authorisation. Check on any strangers who may enter school premises in accordance with school guidelines, be observant of any loiterers and report to Headteacher/Senior Lunchtime Supervisor

2.2.2.3 Direction of pupils to the playground and supervision of their activities and behaviour, ensuring their safety and well being, providing emotional support where necessary

2.2.2.4 Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc. Occasionally participating in games

2.2.2.5 Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school

2.2.2.6 Reporting any bad behaviour, assaults, carrying of weapons/banned substances by pupils to the Headteacher/Senior Lunchtime Supervisor

2.2.2.7 Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather. Occupying pupils in various games and activities

2.2.2.8 Ensuring in accordance with instructions given that all pupils return to the care of teachers at the end of the lunch period

2.2.3 Associated Ancillary Duties

2.2.3.1 Checking toilet areas regularly for signs of pupil smoking/vandalism, blockage of toilets/wash basins and to ensure pupils are not loitering or playing in toilet areas. Reporting any damage or blockages to Caretaking staff

2.2.3.2 Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the School's agreed procedures. This may involve administering first aid, recording and making appropriate decisions concerning first aid incidents and illness to ensure maximum safety for the children during lunchtime.

2.2.3.3 Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures

2.2.3.4 Assist with cleaning the dining hall at the end of lunchtime

2.2.4 Child Protection

2.2.4.1 To have due regard for safeguarding and promotion the welfare of children and young people and to follow the child protection procedures adopted by the school.

2.3 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.

2.4 To ensure all tasks are carried out with due regard to Health and Safety **2.5** To undertake appropriate professional development including adhering to the principle of performance management.

2.6 To adhere to the ethos of the school

2.6.1 To promote the agreed vision and aims of the school

2.6.2 To set an example of personal integrity and professionalism

2.6.3 Attendance at appropriate staff meetings and parents evenings **2.7** Any other duties as commensurate within the grade in order to ensure the smooth running of the school

OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 SUPERVISION RECEIVED:

4.1 Supervising Officer's Job Title: [TO BE INSERTED]

4.2 LEVEL OF SUPERVISION

~~1. Regularly supervised with work checked by supervisor~~

2. Left to work within established guidelines subject to scrutiny by supervisor

~~3. Plan own work to ensure the meeting of defined objectives~~

4.0 SUPERVISION GIVEN: (excludes those who are **indirectly** supervised ie through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

- Use 1, 2 or 3 as in 3.2

5.0 SPECIAL CONDITIONS:

5.1