**Job Profile**

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| **Insert School** |
| **Job Number** | **Post Title** | **Grade** | **Points** | **Date** |
| L1719 |  Lunchtime Supervisor | Grade 2 | 296NJC | April 2008 |

**Reporting Relationships**

**Responsible to: Head teacher**

**Responsible for: Supervision of children during the lunch time period**

**School Purpose and Values**

We aim, with the support of parents, to nurture each child to fulfil their true potential through dedicated teaching, opportunities which allow the children to excel, enjoy and be excited by their learning, showing a mutual respect for all and a deepening knowledge of the love and presence of God.

**Purpose and values of department**

*In lunch periods our children are under the supervision of lunchtime supervisors who are directed by senior staff members. The children are encouraged to make healthy choices and play appropriately with their peers. Staff should ensure children are safe and well cared for during this period of time.*

**Statement of Purpose**

To work under the direction and instruction of senior staff to provide the care of the children during the school lunch break.

**Supervision of Pupils**

* Where the children dine away from the school, escorting them to and from the school dining room.
* Supervision of children before, during and after the meal, including the supervising of children to deposit leftover food from plates into receptacles provided.
* Supervision of children bringing sandwiches - to oversee that the debris left by children with packed lunches is removed/cleaned.
* Summoning help, where necessary, in case of injury or illness and providing basic first aid for minor injuries.

**Support to Pupils**

* Assisting the children with their table manners and use of cutlery, and assisting with the cutting of meat etc for smaller children.
* Patrolling the playground and “out of bounds” areas regularly.
* Organising games and activities.

**Resources**

* Responsibility for ensuring that the dining room equipment is hygienically maintained.
* Help to maintain a safe working environment for pupils and staff by continuously monitoring dining and general circulation areas for food/drink spillages and taking prompt and effective action to deal with any such hazards in accordance with local procedures

**Professional Accountabilities**

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition they are to contribute to the achievement of the school’s objectives through:

**Safeguarding**

* Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

**Financial Management**

* Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

**People Management**

* To comply and engage with people management polices and processes
* Contribute to the overall ethos/work/aims of the school.
* Establish constructive relationships and communicate with other agencies/professionals.
* Attend and participate in regular meetings.
* Participate in training and other learning activities and performance development as required.
* Recognise own strengths, areas of expertise and use these to advise and support others.

**Equalities**

* Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

* Delivering energy conservation practices in line with the County Council’s corporate climate change strategy.

**Health and Safety**

* Ensure a work environment that protects people’s health and safety and that promotes welfare and which is in accordance with the County Council’s Health and Safety policy.

***Note 1:***

***The content of this job description will be reviewed with the post holder on an annual basis in line with the School’s performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.***

##### **Person Specification**

**Lunchtime Supervisor**

**Level 1**

|  |  |  |
| --- | --- | --- |
| Minimum Criteria for Two Ticks \* | Criteria | **Measured by** |
|  | Qualifications/Training* Good interpersonal skills.
 | A/I |
|  | Knowledge/Skills* Ability to work constructively as part of a team.
* Ability to relate well to children and to adults.
* Good organising and prioritising skills.
 | A/I |
|  | Behavioural Attributes* Customer focused.
* 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 and blocks 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 service provision.
* Is adaptable to change/embraces and welcomes change.
* Acts with pace and urgency being energetic, enthusiastic and decisive.
* Communicates effectively.
* Has the ability to learn from experiences and challenges.
* 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.
 | A/I |

A = Assessed at Application I = Assessed at Interview T = Assessed through Test

***Note 1:***

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

* ***Motivation to work with children and young people.***
* ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
* ***Emotional resilience in working with challenging behaviours and***
* ***Attitudes to use of authority and maintaining discipline.***



 If a disabled person meets the criteria indicated by the ‘Two Ticks’ symbol and provides evidence of this on their application form they will be guaranteed an interview.

We are proud to display the **Two Ticks Symbol,** whichis a recognition given by Jobcentre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting the **SSC Recruitment Team on 01785 276480**