

## Senior Lunchtime Supervisor

<b>Department</b>	Children, Young People, Education and Skills
<b>Section</b>	Education
<b>Reports to</b>	Site Manager, Primary and Secondary Schools
<b>JE Ref:</b>	CYP1012
<b>Grade:</b>	TA04/ CS04

### Job purpose

Ensuring the safety, good conduct and welfare of pupils during the lunchtime break, in and about the premises and sites of the school in accordance with the practices and procedures of the school.

This involves effective supervision of pupils during the lunchtime period and leading the lunch time supervisors in accordance with general instruction from the head teacher.

To encourage children to treat each other with respect and to follow the schools behaviour policy at all times.

### Job specific outcomes

Provide Lunchtime supervision to ensure the care, safety and welfare of the pupils during their lunch break on school premises.

Organise a work rota and assign duties to Lunch time supervisors ensuring that there are adequate levels of supervision in place each day.

Organise replacement staff or recruit the help of teaching staff in emergency situations as necessary to cover for absence.

Be aware of and inform the lunch time supervisors of the emergency procedures.

Possess an awareness of relevant school policies to assist in the supervision of pupils, including health and safety requirements and safeguarding and child protection policies.

Address any misbehaviour by pupils in line with the schools behaviour policy and liaise with the duty Team Leader if necessary.

Set up and clear away tables and chairs in the dining areas, and clean up any spillages of food and drink, sweep the floors once cleared.

Be involved in litter collection during the last 15 minutes of break and lunch duty.

Liaise with nominated supervisor to share information, concerns and issues regarding pupils.

Send for assistance or send student to school medical room, with regard to first aid incidents. Accidents and illness to ensure the safety and welfare of pupils. Report any injuries to the relevant class teacher at the end of the lunch break.

Provide assistance to young pupils at meal times.

## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p><b>Qualifications</b>  <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Hold First Aid Certificate</p>	
<p><b>Knowledge</b>  <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Child Protection training.            Experience of working with children.            Experience of supervising pupils.            Awareness of confidentiality and data protection principles.</p>	
<p><b>Technical / Work-based Skills</b>  <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>		
<p><b>General Skills/Attributes</b>  <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Possess effective communication skills and an ability to promote calmness.</p>	
<p><b>Experience</b>  <i>This is the proven record of experience and achievement in a field, profession or specialism.            This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Experience of leading a team and the ability to supervise and organise pupils and the lunch time supervisors.</p>	