Title of Post: Lunchtime Supervisor

Status: 6.25 hours per week, term time only (1.15pm – 2.30pm daily)

Responsible to: Senior Lunchtime Supervisor

Salary: Salary – Grade 2 - £18,065 - £19,945 per annum, pro rata

Actual Salary £2702 - £2983

Job Purpose
To be responsible to the Senior Lunchtime Supervisor for the supervision of students on the premises during the School's lunchtime break. To ensure pupils' safety and wellbeing and that they behave in an appropriate manner. To be part of a weekly rota system in operation to supervise playgrounds, corridors/crossroads, queues for the dining room, toilets, dining and sandwich areas.

Specific Duties
1. Supervise playgrounds to ensure students' behaviour is sensible and safe.
2. Refer any pupil injuries to the on site First Aid and Welfare Officer.
3. To enforce no running, loitering or eating in corridors.
5. Enforce School's 'No-smoking policy' for students.
6. Supervise students' eating packed lunches in the sandwich area.
7. To ensure litter is placed in bins provided and not dropped on floor.
8. To ensure students take their plates/cutlery back to collection point and stack plates.
9. To be in charge of a group of pupils in the playground or classrooms according to the weather.
10. To report to the Senior Supervisory Assistant if an accident occurs, or if any pupil has been taken ill.
11. See that pupils taking school meals are in the dining room at the required time for lunch.
12. Mop up spillages as they occur within the dining rooms.
13. Confidentiality guidelines must be observed.
14. Responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.
15. Make Senior Supervisory Assistant/teachers immediately aware of child protection concerns to safeguard the welfare of children and young persons s/he comes into contact with.

This Job Description is current at October 2019 and is representative of the duties/responsibilities expected of the post. These duties and responsibilities are neither static nor exhaustive and, at the discretion of the Headteacher, are liable to variation to reflect any future changes required of this post.

Supervision Received
Supervising Officer Job Title: Senior Lunchtime Supervisor

Level of Supervision
Left to work within established guidelines, subject to scrutiny by supervision.

Plantsbrook Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

NOTE: All posts are subject to an Enhanced Disclosure check with the Disclosure and Barring Service (DBS), for which proof of identity is required.
**PERSON SPECIFICATION**

**Title of Post:** Lunchtime Supervisor

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<tr>
<th>Attributes</th>
<th>Essential</th>
<th>Desirable</th>
<th>How Assessed</th>
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<tbody>
<tr>
<td>Relevant Experience</td>
<td>Experience of working with young people</td>
<td>Related experience of working with young people in a school.</td>
<td>Application form</td>
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<td>Personal Skills</td>
<td>Able to communicate with children</td>
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<td>Interview</td>
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<td>Ability to carry out and follow instructions</td>
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<td>Application form</td>
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<td>Ability to cope with minor accidents</td>
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<td>Interview</td>
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<td>Enjoy working with young people</td>
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<td>Be optimistic, enthusiastic and generous of spirit</td>
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<td>Interview</td>
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<td>Have a sense of proportion and humour</td>
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<td>References</td>
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<td>Reliable</td>
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<td>Interview</td>
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<td>Be committed to safeguarding and promoting the welfare of children and young people.</td>
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<td>Interview</td>
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<td>Qualifications</td>
<td>None required, but willingness to undertake relevant training.</td>
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<td>Interview</td>
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