



JOB DESCRIPTION

Title of Post:	Lunchtime Supervisor
Status:	5 hours per week (12.20pm – 13.20pm daily), term time only
Responsible to:	Reception and Pastoral Support Assistant
Salary:	Grade 2 £18,562 - £20,493, per annum, pro rata. Actual Salary £2222.35 - £2453.55 for 5 hours per week

Job Purpose

To be responsible to the Reception and Pastoral Support Assistant 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.
4. Supervise/maintain behaviour in corridors/queues/toilets.
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 Reception and Pastoral Support 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 Reception and Pastoral Support 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 **January 2022** 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: Reception and Pastoral Support Assistant

Level of Supervision

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

Broadleaf Partnership 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

Attributes	Essential	Desirable	How Assessed
Relevant Experience	Experience of working with young people	Related experience of working with young people in a school.	Application form
Personal Skills	<p>Able to communicate with children</p> <p>Ability to carry out and follow instructions</p> <p>Ability to cope with minor accidents</p> <p>Enjoy working with young people</p> <p>Be optimistic, enthusiastic and generous of spirit</p> <p>Have a sense of proportion and humour</p> <p>Reliable</p> <p>Be committed to safeguarding and promoting the welfare of children and young people.</p> <p>This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for the role.</p>		<p>Interview</p> <p>Application form</p> <p>Interview</p> <p>Application form</p> <p>Interview</p> <p>Interview</p> <p>References</p> <p>Interview</p> <p>Interview</p>
Qualifications	None required, but willingness to undertake relevant training.		Interview

Closing Date: Tuesday 25th January 2022

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