



Lunchtime Supervisor Job Description

Salary: Scale 1 Point 1 (£3,513 P.A.)

Hours: 6.25 hours per week term time only. (Note lunchtime is 12.35 - 1.35pm).

Line Manager: Deputy Head Teacher

Purpose

Our supervisory team supports calm and convivial lunchtimes through effective teamwork and effective support of the school's key principles: to achieve excellence in learning, to promote respect for all, and to promote opportunities for all.

To ensure the security, safety, care and wellbeing of students and to promote their social, emotional and physical development during the lunch time period.

To develop Plasht students' potential academically, socially, morally, spiritually and emotionally in a stimulating environment in order to educate students who can think independently, behave responsibly and learn successfully.

Duties and Responsibilities:

- To supervise students whilst eating their lunch and socialising during the lunch hour.
- To assist students in clearing away and tidying the south canteen/north hall dining areas.
- To maintain good order in dining areas.
- To assist students, where necessary, with the collection of food and return of trays, or other items to the service counter.
- To assist students, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
- To assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate.
- To assist in the setting up and removal of furniture where necessary.
- To report any unauthorised visitors on school premises.
- To supervise students either inside or outside of the school building, being especially vigilant as to the health and safety, welfare and security of students in accordance with the school's behaviour policy.
- To ensure the acceptable behaviour and safe conduct of students by maintaining good order and discipline, dealing as appropriate with any incidents that breach the behaviour policy or student code of conduct ensuring that any disruption is minimised.
- To take appropriate independent action to minimise disruption or poor behaviour.
- To ensure students' safety by ensuring that they remain within the school site and are not in any inappropriate parts of the school grounds and/or buildings.
- To offer comfort and support to students who are distressed by any situation and notify pastoral leaders or a member of the leadership team should you need support.
- To log any safeguarding concerns arising from lunchtime work on the school system on the same day in a timely fashion.
- To assist in maintaining a calm and respectful atmosphere around the school site.
- To undertake training to gain a first aid qualification.
- To provide first aid treatment to students (after appropriate training).

Generic Responsibilities

- Be flexible in working according to the needs of the school. This may include assisting in other sections of the administration and occasional other events with appropriate overtime pay.
- Carry out responsibilities with due regard to the School's policy, organisation and arrangements for Health & Safety at work and current Health & Safety legislation.
- Carry out duties in line with equality and diversity principles and be sensitive to the needs of others, promoting a positive approach to a harmonious working environment.
- Undertaking the necessary training required in order to keep up to date with developments as identified through Plashet Appraisal System.
- Perform other such duties of a similar nature as from time to time may be required by the Head Teacher. Fundamentally to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the school's ongoing needs.
- To liaise with staff, students, visitors and external agencies in a professional manner.
- To be willing to undertake fire marshal duties and training as directed by the Leadership Team.
- To evaluate and improve own practice, which may lead to improvements in the day-to-day running of the school and to take responsibility for personal professional development.
- To maintain a professional portfolio of evidence to support the Appraisal process.
- To be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy.
- Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the Headteacher.
- Support the aims and ethos of the school as identified in the staff handbook.
- Promote and model good relationships with students, colleagues, parents and visitors.
- Set a good example in terms of dress, punctuality and attendance.

Additional duties and tasks will be negotiated and agreed at the time of appointment and/or appraisal review at the direction of the Headteacher.

This Job Description is current at the date shown but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary and job title. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

The post-holder will be expected to carry out all duties in the context of, and in compliance with, all the School's policies, procedures and Staff Code of Conduct and in compliance with the London Borough of Newham's Equal Opportunities Policies.



Lunchtime Supervisor Person Specification

Criteria	Essential	Desirable
Experience & Qualifications	<ul style="list-style-type: none"> • Experience of supervising children • Good standard of literacy and numeracy - GCSEs in English & Maths at grade 4 or C or above. • First aid qualification (training will be provided) 	First Aid qualification & willingness to undertake first aid duties.
Knowledge & Skills	<ul style="list-style-type: none"> • Good communication skills with the ability to motivate a team. • Good interpersonal skills – able to deal with a variety of people, including students sensitively, empathetically and when necessary, assertively. • An interest in young people and the ability to engage with and motivate students. <p>Good organisational skills.</p>	<ul style="list-style-type: none"> • Experience of working with young people. • Experience of supervising other people. • Experience of organising/facilitating appropriate activities.
Personal Attributes	<ul style="list-style-type: none"> • Patient with the ability to be kind but firm. • Good sense of humour. • Ability to respond flexibly to changing demands. • Motivated and able to work on your own initiative. • Ability to operate effectively as a member of a small team and to work and to contribute to a friendly working environment. • Ability to remain calm under pressure. • Loyal and dependable. 	
Additional Requirement	<ul style="list-style-type: none"> • Satisfactory DBS Check. 	