



Job Description

Job Title:	Lunchtime Supervisor
Hours:	7.5 hours
Grade:	SCP 1
Job Location:	Barnes Infant Academy

Purpose of Job:

- To assist teaching staff with monitoring pupils during lunchtime and to ensure the well-being and safety of pupils, in line with the Academy's policies and procedures.

Principle Responsibilities:

- Offering care and support throughout lunchtime.
- Working as a team member under the direction of the Senior Lunchtime Care Assistant and/or teaching staff.
- Assisting teaching staff with the responsibility of a group of pupils or an area.
- Being responsible for the well-being and social interaction of the pupils during lunchtime.
- Assisting in the domestic care and welfare of pupils at meal times; and using specialist equipment where necessary (for which relevant training will be provided if required).
- Promoting good order and high standards of behaviour.
- Demonstrating flexibility in relation to covering different areas within the school.
- Assisting in the supervision of other activities during lunchtime including setting out and storing of relevant equipment.
- Ensuring the outside and inside areas are left tidy for the afternoon session.
- Reporting any accidents and incidents that occur during lunchtime to senior staff in line with Academy policies and procedures.
- Being watchful of any potentially hazardous situations e.g. slippery floors etc. and reporting concerns to the Senior Lunchtime Care Assistant.

General requirements

- Attending and participating in training and development courses as required.
- Attending meetings, liaising and communicating with colleagues in the Academy
- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and local education authority.

Professional Values and Practice

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
- In line with the Academy's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within Academy's policies and procedures and being aware of legislation relevant to personal role and responsibility in the school/academy
- Recognising equal opportunities issues as they arise in the schools and responding effectively, following Academy's policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

The post holder must carry out their duties with full regard to the Council's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.

The post holder must comply with the Council's Health and safety rules and regulations and with Health and Safety legislation.



Lunchtime Supervisor - Person Specification

Category	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> • Sound or secure numeracy and literacy skills 	<ul style="list-style-type: none"> • Qualification / experience in playground activities • A valid First Aid Certificate 	<ul style="list-style-type: none"> • Application form • Selection Process • Certificates
Experience	<ul style="list-style-type: none"> • Are familiar with a school environment <p>Or</p> <ul style="list-style-type: none"> • Working with or caring for children of the relevant age 	<ul style="list-style-type: none"> • Experience of working in a school environment either in a paid or voluntary capacity 	<ul style="list-style-type: none"> • Application form • Selection Process • References
Skills, Knowledge and Abilities	<ul style="list-style-type: none"> • Ability to relate well with children and adults • Ability to work as a member of a team • A willingness to work co-operatively with a wide range of professionals • Good communications skills both written and verbal. • Confidentiality 	<ul style="list-style-type: none"> • Ability to work within the School's policies and guidelines 	<ul style="list-style-type: none"> • Application form • Selection Process • References • Interview
Personal Qualities	<ul style="list-style-type: none"> • Sensitive to the needs of children and their parents • Ability to work as part of a Team • Calm and positive approach • Committed to continuous professional development 	<ul style="list-style-type: none"> • Appreciate and support other professionals 	<ul style="list-style-type: none"> • Application form • Selection Process • References • Interview

Barnes Infant Academy is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.