

Edgbarrow School



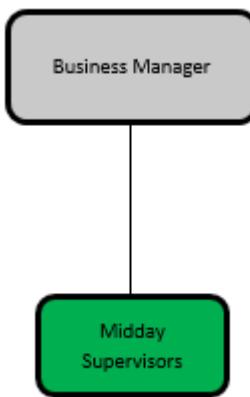
Job Description

Job title:	Location:
Lunchtime Supervisor	Edgbarrow School
Grade:	Hours of work: 13.25 –14.25
N/A	
Notice period:	Term time only except occasional days/weeks where the timetable changes.
One month	

Job purpose

To supervise during the lunch hour to maintain the health, safety and welfare of all pupils and supporting the smooth operation of the lunch service.

Designation of post and position within departmental structure



Main Duties and Responsibilities

- Prepare the hall before lunch by setting out chairs and tables.
- Clear away the tables and chairs after lunch.
- Patrol a designated area of the school (inside and outside) ensuring the health, safety and welfare of all pupils.
- Follow the Edgbarrow School Lunchtime Supervisors agreed Code of Conduct
 - Lunchtime Supervisors must treat pupils with respect.
 - Lunchtime Supervisors may on occasion need to speak firmly to pupils but should not shout unless an individual is in danger.
 - Lunchtime Supervisors should seek to understand that pupils enjoy a social time at lunch and where possible should allow pupils to talk to or wait for their friends.
 - Lunchtime Supervisors should ensure pupils who appear to be isolated, vulnerable or unhappy are supported. Concerns regarding an individual pupil must be reported to a Senior Member of Staff.
 - Lunchtime Supervisors must not have physical contact with pupils.
 - Lunchtime Supervisors must allow all pupils full access to the toilets at all times.
 - Lunchtime Supervisors must be vigilant in immediately reporting to a Member of Staff any incidents e.g.
 - Bullying
 - Fighting
- Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Actively support the School and Trust Equal Opportunities Policies.
- Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend and participate in relevant meetings as required.
- Be aware of and take part in the schools' performance management framework and participate in training and development activities as required.
- The post holder is responsible for ensuring that the school child safeguarding policy is adhered to and concerns are raised in accordance with this policy.
- Carry out tasks as reasonably required by the Headteacher.

Scope of Job (Budgetary/Resource control, Impact)

The post holder is Line Managed by the Business Manager.

The post holder does not hold any budgetary responsibilities.

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Person Specification

Role: Lunchtime Supervisor

Key Criteria	Essential	Desirable
Qualifications and Training		Have undertaken appropriate first aid training.
Competence Summary (knowledge, abilities, skills, experience)	Able to relate well to children and deal sensitively with pupils and colleagues in person. Able to work on own initiative and as part of a team.	Experience of supervising groups of children.
Work related personal requirements	Committed to equality of opportunity. Ability to maintain strict confidentiality of information received and processed as part of the job role.	
Other work requirements	Suitable to work with children. Participate in training and development opportunities to enhance and develop skills as required. Follow the school's ethos.	