

## Job description

<b>Academy</b>	Deeplish Primary Academy
<b>Job title</b>	Lunchtime supervisor
<b>Grade</b>	Fixed Point 3
<b>Accountable to</b>	Principal
<b>Line manager</b>	Senior Lunchtime supervisor

### Purpose of the role

To supervise pupils during the mid-day period. To support learning in play for all pupils.

### Main Duties

#### Provide support during play periods

- To supervise and support pupils at play ensuring their safety and access to learning.
- To encourage pupils to interact with others and engage in play activities.
- To encourage pupils to act independently and develop independence, as appropriate.
- To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- To organise games for groups of children, skipping, ball games
- To encourage children to learn new games and participate in them
- To support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- To implement the academy's behaviour policy in a fair and consistent manner.

#### The play environment

- To prepare play equipment ready for the correct times
- To encourage children to use equipment with respect and to return equipment
- To ensure that the Health and safety of children is observed at all times
- To be aware of potential risks
- To ensure children are appropriately dressed for the weather conditions
- During indoor play times ensure that activities are appropriate for the space being used.

#### The dining room /eating areas

- To supervise children in the dining area, encouraging children to eat the food, use cutlery correctly and observe table manners
- To be aware of children on special diets and to ensure that these children eat the correct food
- To be aware of potential risks and take action to remove any risk
- To supervise the clearing of tables, stacking of plates and cutlery and scraping of plates

#### Fulfill wider professional responsibilities

- Make a positive contribution to the wider life and ethos of the Academy and the Trust.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
- Communicate effectively with parents and visitors.
- To participate in training and other learning activities and performance development as required.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

#### Personal and professional conduct

All school staff are expected to demonstrate consistently high standards of personal and

professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a Lunchtime Supervisor's career.

All school staff must uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the Academy, by:

- treating pupils, staff, parents and visitors with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to an adult working in an Academy environment;
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
- showing tolerance of and respect for the rights of others;
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs; and
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Professionals working in the Focus-Trust must have proper and professional regard for the ethos, policies and practices of the Academy and the Trust, and maintain high standards in their own attendance and punctuality.

Professionals must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities; and within the policies, handbooks and guidelines of the Academy and of the Focus-Trust.

### **General**

This job description is not exhaustive and may be changed at any time to meet the changing requirements of the school or the Trust. This job description details responsibilities but does not direct any particular priorities or amount of time to be spent carrying out these duties.

The post holder is expected to:

- Actively support the work and ethos of the Focus-Trust.
- Undertake such additional duties as may reasonably be requested by the Headteacher.
- Respect confidentiality of staff, pupils, families and visitors and not breach this trust.
- Participate in arrangements for appraisal and in the identification of areas in which s/he would benefit from training and undergo such training.
- Proactively keep abreast of developments in relation to the post, and whenever possible and appropriate, attend professional development opportunities.
- Comply with and support all policies of the Focus-Trust and school.
- Ensure that all statutory requirements are met.

Signed ..... Post holder

Signed ..... Principal/Line manager

Dated .....

## Job Person Specification

Essential Criteria	How Identified	Desirable Criteria	How Identified
<p><b>Skills:</b></p> <p>Ability to relate well to children and adults</p> <p>Ability to organise activities and play games with children</p> <p>Ability to listen and communicate effectively to children</p> <p>Caring disposition and the ability to tend to and comfort sick/hurt children</p> <p>Ability to work constructively as part of a team.</p> <p>Have a good standard of written and spoken English.</p>	<p>Application form and selection process.</p> <p>Application form and selection process.</p> <p>Application form and selection process.</p> <p>Application form and selection process.</p> <p>Application form and selection process.</p> <p>Application form and selection process.</p>	<p>First Aid qualification</p>	<p>Provide evidence by producing certificate.</p>
<p><b>Knowledge and Understanding</b></p> <p>Working with or caring for children of relevant age.</p>	<p>Application form and selection process.</p> <p>Application form and selection process.</p>	<p>Experience of working in a school</p> <p>Experience of organizing games and activities for children</p> <p>Appropriate knowledge of first aid.</p> <p>To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.</p>	<p>Application form</p> <p>Application form and selection process.</p>
<p><b>Qualifications / Training</b></p> <p>Willingness to participate in development and training opportunities, first aid, child protection</p>	<p>Application form and selection process.</p>		<p>Application form and certificate.</p>
<p>Other conditions</p>	<p>Enhanced DBS Disclosure clearance</p>		