



**BROADWAY
FIRST SCHOOL**
Inspire • Challenge • Achieve

Job Description Lunchtime Supervisor

Conditions of Service:	NJC for Local Government Services 6 hours 40 minutes per week term time only TERM-TIME ONLY — 39 weeks per academic year (195 days) LEAVE ENTITLEMENT — based on 6.6 weeks (7.6 after 5 years)
Point Range:	Scale 1

Purpose of the Role

To ensure the safety, general welfare and conduct of pupils during the midday break period.
] Assistance is also given to school and catering staff with basic cleaning and general duties in and around dining areas.

Main Responsibilities

1. To supervise pupils in designated areas of the school during the midday break and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.
2. To establish safe and appropriate behaviour by effective intervention or referral to senior staff.
3. To supervise the movement of pupils to and from dining areas, including any personal hygiene requirements.
4. To maintain good order in dining areas.
5. To assist pupils, where necessary, with the collection of food and return of trays, or other items to the service counter.
6. To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
7. To assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate.
8. To assist in the setting up and removal of furniture where necessary.
9. To take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
10. To report any unauthorised visitors on school premises.
11. To complete any documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required.

Knowledge and Skills

No formal qualifications or previous experience is required but the ability to establish positive expectations of pupil behaviour, good relationships with staff and pupils, and a sensitivity to pupils' personal needs is important.

Necessary training in food handling and/or health and safety may be required.

Supervision and Management

The post holder will be expected to work with limited supervision to an established work pattern. There will be support available from the Headteacher (or other designated member of staff) and/or other designated member(s) of staff.

Regular meetings will be arranged for briefing and/or feedback on relevant school or individual pupil matters.

Key Contacts and relationships

There is a high level of interaction with individual and groups of pupils. To work as a co-operative member of a team of supervisory assistants, liaising as necessary with other school staff.

Decision Making

The post holder will be supervising the movement and conduct of pupils and be expected to intervene, as appropriate, to establish safe and proper behaviour. The nature and level of intervention and the referral of problems to senior staff will depend upon personal judgement within any guidelines and policies issued by the school.

Resources

If personal protective clothing is supplied, it must be worn at all times, as provided, and maintained to an appropriate standard.

Working Environment

There may be some occasions when the post holder will be expected to attend to a pupil with soiled clothing due to sickness, toileting problems or injury. There will be need to respond to challenging behaviour of pupils. The post will also involve some supervisory duties being undertaken on the playground or other external spaces.

Data protection

- Being aware of the school's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- Maintaining client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

Confidentiality

- Being expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the school's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are also internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Safeguarding Children and Safer Recruitment

Broadway First School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this

Person Specification

Essential requirements	Desirable requirements
<ul style="list-style-type: none">• Enjoys working with children and adults• Good interpersonal skills• Able to establish positive relationships with both pupils and staff• Ability to work on own initiative without supervision• Ability to work as part of a team• Good organizational skills• Able to follow school policies and procedures• Ability to be flexible	<ul style="list-style-type: none">• Experience of working with or caring for children in a school environment• Relevant NVQ/Lunch or Play qualifications• Some degree of computer literacy• Basic knowledge of First Aid• Proactive in learning

<ul style="list-style-type: none">• Sense of humour• A commitment to safeguarding and promoting the welfare of children and young people• Willingness to learn and work with others.	
--	--