

Five Acre Wood Lunchtime Supervisor

Hours: 10 (11.30am – 1.30pm) Monday to Friday

Reports to: Logistics Manager

Pay grade: KSA

Job Description

- Setting up the hall, tables and chairs ready for classes 11:30am.
- Collecting dinners for the classes to take to class (if applicable).
- Assisting with feeding, with direction from class teacher.
- Cleaning aprons, utensils, tables in class.
- Assisting with playtime duties whether this be in class or outside, with direction from class teacher.
- Returning plates and cutlery to the kitchen, tidying up in the hall, wiping tables, chairs, sweeping etc, when directed by senior, replenish supplies.

Principal Accountabilities:

- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Ensure the maintenance of a clean, orderly and safe working environment.
- Keep abreast of whole school communication, check own emails.
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans.
- Undertake training and attend relevant meetings (within contracted hours) as required to ensure own professional development. Attend training outside of contracted hours with advanced notice and negotiation.
- Arrive at school in time to be appropriately prepared for the start of working hours.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality reporting all concerns to an appropriate person to ensure the pupils well-being.
- Ensure health and safety and good behaviour of pupils.
- Supervise and have responsibility of pupils in break and playtimes, as well as model appropriate play.
- Promote positive behaviour effectively and constantly to raise self-esteem.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Attend to pupil's personal care needs and assist with the organisation of mealtimes; this may include PEG feeding following appropriate training.
- Provide support and assist with the development of hygiene, toilet training and personal care programs.
- Acquire the appropriate skills, qualifications and/or experience required for the role, with support from the school.
- Understand the roles and responsibilities within the classroom and whole school context.

Effective communication and engagement with students, their families and carers and other professionals.

- Ensure the safety of the child by monitoring and reporting all concerns and any changes to line manager, health professional or parent / guardian as appropriate.
- Know when to refer information to line manager in line with school policies.
- Maintain accurate records where required.
- Listen to concerns; recognise and take account of signs of change in attitudes and behaviour.

Safeguarding and promoting the welfare of the child

- Promote and sustain a suitable environment in which the child feels safe and comfortable.
- Work within the framework of school policies.
- Undergo appropriate training and be passed as competent before carrying out any care intervention.
- Assist with the supervision of groups and individual students as required.
- Maintain personal and professional boundaries at all times.
- Understand your own role and its limitations and the importance of not providing care where you have not been trained or passed as competent to do so.

Child development - Take part in appropriate trips to support the child with school.

- Provide, with appropriate guidance and supervision limits, educational, health, emotional and physical support to students.
- Assist in the implementation of appropriate behaviour management strategies.
- Know how to interact with children in ways that support the development of their ability to think and learn.

Multi-agency working - Know the value and expertise you bring to a team and that brought by your colleagues.

- Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children and their families.

Sharing information - Provide feedback, as requested, to the class teacher or other appropriate person to support the planning and evaluation of the learning process in respect of groups and individual students.

- Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security.
- Understand the importance of sharing information, how it can help and the dangers of not doing so.
- Attend staff meetings, training days and management team meetings by agreement with the Headteacher.

Administration / other - Prepare and keep clean materials and undertake minor clerical duties.

- Participate in the school's performance management process.
- Participate in training and other learning activities and performance development as required.

Health & safety

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.

Your duties will initially be as set out in the job description, but this could be amended from time to time to reflect changes in or to the job.

Person Specification

REQUIREMENT	ESSENTIAL	DESIRABLE
QUALIFICATIONS /TRAINING		
EXPERIENCE		
KNOWLEDGE		
SKILLS/ABILITIES	<ul style="list-style-type: none"> • Good communications skills 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Organised • Being discrete, professional, respectful and friendly • Being efficient and dependable, while maintaining flexibility to adapt to rapid change, while remaining calm in unexpected or changing situations • Ability to work successfully as part of a team • Confidentiality • To be committed to the school's policies and ethos • To be committed to continuing professional development 	
EFFORT/ENVIRONMENT	<ul style="list-style-type: none"> • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours and attitudes to use authority and maintaining discipline • To assist with ensuring Safeguarding policies and protocols are correctly followed 	

Acknowledgement of Receipt of Job Description

- I have received a copy of the job description for Lunchtime supervisor and have read and understand the duties and responsibilities.
- I understand that the duties and responsibilities in the job description are subject to change at the discretion of my employer at any time.
- I understand that my signature below indicates that I have read and understood the above statements.

Name: _____

Signature: _____

Date: _____