



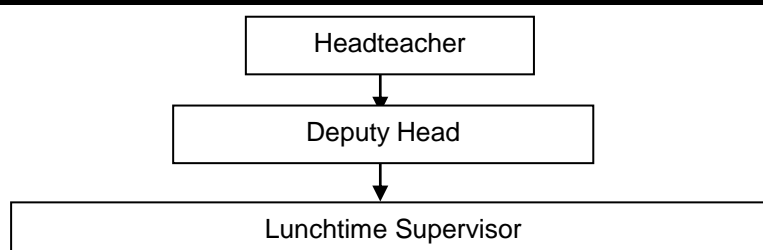
JOB DESCRIPTION

School: Calcot Infant School	Location: Calcot, West Berkshire
Job Title: Lunchtime Supervisor	Grade/Salary Range: Band C point 10 (minimum) point 15 (maximum)

JOB PURPOSE

To ensure that designated areas are covered by lunchtime controllers. To liaise with Deputy Headteacher regarding any problems that arise during the lunch hour. To have high regard for the health and safety and general welfare of the pupils throughout this time.

DESIGNATION OF POST AND POSITION WITHIN THE SCHOOLS STAFFING STRUCTURE



MAIN DUTIES AND RESPONSIBILITIES

To promote equality as an integral part of the role and to treat everyone with fairness and dignity.

To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.

To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.

- To liaise with office each day regarding absent staff
- To assist children in washing etc. in preparation for taking their midday meal and afternoon lessons.
- To monitor the children's activities prior to, during and after the lunch time meal as required.
- To assist in the preparation for and tidying up after the lunch time meal/packed lunches
- To report accidents to the duty member of staff and where necessary seek the advice and support of another first aider or member of teaching staff.
- To alert Headteacher of any health and safety concerns relating to lunch time activities.
- To undertake other related duties as directed by the duty member of staff.
- To meet on a regular basis with controllers and Deputy Head

To lead (with the support of the deputy headteacher) meetings with lunch time assistants when the need arises

To organise a team of lunch assistants during lunchtime ensuring appropriate provision and supervision of children is maintained



SCOPE OF JOB (Budgetary/Resource control, Impact)

- No direct budgetary responsibility.



PERSON SPECIFICATION

Job Title:	Lunchtime Supervisor	School:	Calcot Infant School
Reports to (job title):	Deputy Head	Location:	Calcot, West Berkshire

Essential	Desirable
<p><u>Qualifications & Experience</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Willingness to undertake relevant in-service training <input type="checkbox"/> Has worked with children before – either as a lunchtime controller or in another capacity 	<ul style="list-style-type: none"> <input type="checkbox"/> First Aid trained
<p><u>Knowledge</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Awareness of child protection and bullying issues 	<ul style="list-style-type: none"> <input type="checkbox"/> Experience of working with children with special needs
<p><u>Skills and Abilities</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Good organisational ability <input type="checkbox"/> Able to communicate effectively with children and other staff <input type="checkbox"/> Able to motivate and encourage pupils 	
<p><u>Work-related Personal Qualities</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Actively enjoys working with children and has empathy with pupils and is sympathetic to their needs <input type="checkbox"/> Professionally discreet and able to respect confidentiality <input type="checkbox"/> Flexible approach to tasks <input type="checkbox"/> Firm, sensitive and effective approach towards pupil discipline <input type="checkbox"/> Enthusiastic and committed <input type="checkbox"/> Ability to work as part of team <input type="checkbox"/> Ability to listen to advice and act upon support given 	
<p><u>Other Work-related Requirements</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Suitability to work with children <input type="checkbox"/> Patient and resilient 	

