



## JOB DESCRIPTION

*The Special Partnership Trust: An ambitious, inspirational partnership of outstanding learning.*

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| <b>Job Title:</b>  | Lunchtime Supervisor  |
| <b>Salary/Range:</b>   | £19,098.00 FTE (pro-rata to hours worked)   |
| <b>Hours:</b>  | 12.5 hours per week, Monday to Friday 11:45 – 14:15<br>38 working weeks per year  |
| <b>Base:</b>   | Doubletrees School  |
| <b>Responsible to:</b>                                       | Class Teacher   |
| <b>Direct Supervisory Responsibility for:</b>                | N/A   |
| <b>Important Functional Relationships: Internal/External</b> | <b>Internal:</b> Headteacher, Senior Leadership Team, Teachers, Support Staff, Administration, Pupils<br><b>External:</b> Suppliers of Goods and Services, LA representatives, Cornwall Council departments, Governors. |

### Main Purpose of Job:

#### Summary:

- To assist and supervise individuals and groups of pupils during the lunch break, encouraging responsible and appropriate behaviour, activities and play ensuring the safety of pupils

### Main Duties and Responsibilities:

- To supervise children during the lunch period in accordance with the School's pupil management, discipline, behaviour and anti-bullying policies. To complete the necessary records with regard to any incidents relating to such policies, in accordance with the policies.
- To interact positively with children to encourage them to engage in meaningful and constructive activities, and to deal with emergencies that may occur.
- To assist children in preparing for meals including hand-washing, helping children with the correct use of cutlery, promoting good table manners and encouraging children to eat a variety of foods.
- To remain aware of children's food allergies, intolerances or other special dietary requirements and ensure such foods are avoided for the children concerned, with particular vigilance for children sharing packed lunches.
- To assist children, where necessary, with matters relating to personal hygiene, e.g. toileting.
- To organise approved group activities and games for children as authorised by a member of the teaching staff, so as to enhance the development of children's learning and social integration. To remain aware of children with special educational needs and liaise with the appropriate teacher to ensure play activities are appropriate and safe for all children.
- To ensure appropriate indoor activities are made available to children during wet lunchtime break periods which ensure appropriate and safe behaviour of children during these periods.
- To deal with emergencies that may occur in accordance with the school's procedures, and inform a member of the teaching staff/Headteacher in the event of an emergency. To ensure all sickness/accidents are recorded in accordance with the school's procedures.
- To administer minor first aid (as trained) and assist with sick children where necessary. To comply with the School's First Aid policies and procedures.

- To report back to the appropriate Teacher any issues relating to children’s progress, achievements, behaviour or problems which may become apparent.
- To undertake all duties and responsibilities with due regard to the School’s Security Policy and, in particular, remain aware of intruders entering the school grounds.
- To be aware of the School’s child protection policy/procedures and report any concerns observed during the course of duty in accordance with such procedures.

| ATTRIBUTES                            | ESSENTIAL  | DESIRABLE   | HOW IDENTIFIED               |
|---------------------------------------|--|---|------------------------------|
| <b>Relevant Experience</b>            | Previous experience of working with children/young people.   | Previous experience of working with children within a school environment or similar.                      | Application form/ interview. |
| <b>Education &amp; Training</b>       | Attainment of level 1 standard of education, or be able to demonstrate an equivalent level of knowledge through practical relevant experience.                       | Level 2 qualifications (NVQ, GNVE or GCSE) to include English & Maths.<br><br>Basic First Aid Certificate | Application form.            |
| <b>Special Knowledge &amp; Skills</b> | Good communication skills.<br><br>Ability to prioritise between different demands.<br><br>An interest in children and education.                                     |   | Interview.                   |
| <b>Any Additional Factors</b>         | Flexible, self-motivated & enthusiastic.<br><br>Patient and friendly approach.<br><br>Acceptance of different attitudes.<br><br>A willingness to work with children. |   | Interview.                   |

#### General/Other:

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the academy’s and the trust’s pupils at all times
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance
- To be aware of and adhere to all Trust policies and procedures
- To be responsible for your own continuing self-development and attend meetings as appropriate
- To undertake other duties appropriate to the post that the Headteacher may from time to time ask the post-holder to perform.

### **Special Conditions related to the post**

The Special Partnership Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by the Trust.