JOB DESCRIPTION

Job Title: Lunchtime Supervisor

Responsible to: Head of School, Executive Principal and Hub Council

Important Functional Relationships: Teachers, Pupils, Parents, Support staff, and other Aspire colleagues.

Main Purpose of job:

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.

Duties and Responsibilities

- To supervise children during the lunch period in accordance Academy policy for pupil management, discipline, behaviour and bullying. 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 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 SEN Assistant to ensure play activities are appropriate and safe for all children.
- To arrange 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 or Head of School in the event of an emergency. To ensure all sickness/accidents are recorded in accordance with the schools 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.
General:

- To ensure that pupil needs are prioritised and to have a clear sight of how this role impacts on the pupils of the academy and the Trust 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 contribute towards the ethos of the Aspire Academy Trust and become a proactive member of staff.
- To network, communicate, support and work with other Aspire staff within the Trust and to attend meetings and training when required.
- To be aware of and adhere to all applicable rules, regulations, legislation and procedures including all Aspire policies, Safeguarding & Child protection policies and procedures, Equal Opportunities Policy and Code of Conduct, Health and Safety, Data Protection.
- To undertake other duties appropriate to the post as required.

<table>
<thead>
<tr>
<th>Special Conditions related to the post</th>
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<td>The position will be subject to a satisfactory probationary period.</td>
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*Aspire Academy 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.
## PERSON SPECIFICATION

**Job Title:** Lunchtime Supervisor

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<thead>
<tr>
<th>ATTRIBUTES</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
<th>HOW IDENTIFIED</th>
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<tbody>
<tr>
<td>Relevant Experience</td>
<td>Experience of working with Primary aged children.</td>
<td>Experience of working with children with additional needs.</td>
<td>Application form/ interview</td>
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<tr>
<td>Education &amp; Training</td>
<td>Attainment of GCSE's (or equivalent) to include Maths and English (level 1 standard of qualification).</td>
<td>NVQ Level 2 qualifications or equivalent. Basic First Aid Certificate.</td>
<td>Application form</td>
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<td>Special Knowledge &amp; Skills</td>
<td>Demonstrates organisational, communication and interpersonal skills.</td>
<td>Knowledge of issues relevant to education and child development.</td>
<td>Application form/ Interview</td>
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<td>Any Additional Factors</td>
<td>Ability to self-motivate along with a pro-active approach. Ability to work on own initiative, but also part of a team. Patient, tolerant and friendly approach. Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people. Demonstrates an awareness, understanding and commitment to equal opportunities.</td>
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<td>Application form/ Interview</td>
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