Telford & Wrekin COUNCIL

John Fletcher of Madeley Primary School

Lunchtime Supervisor

Job Description

Supervisory Assistant

Evaluated Grade –

Job Description

Job Purpose
• To supervise children to ensure their safety and welfare.
Major Tasks
• To supervise the children during their lunch and lunch break • This will include all relevant indoor and outdoor areas that the children occupy during the break • Monitor children whilst they eat their lunch and be a strong advocate of god table manner • Monitor children whilst they move out of the dining hall for the remainder of the lunch break to ensure safe play activities • Monitor children visiting the toilet and washing hands • To supervise the pupils at the end of the break to ensure an orderly return to the class • To administer first aid on a rota basis if required
Contacts & Relationships
• To interact with the children and to pass on any relevant information regarding events during the supervision period to the line manager, support or teaching staff within the school
Creativity
• As requested by the line manager, the post holder will be required to undertake their routine duties in order to address specific requirements of the role. • The post holder will also need to answer routine queries from the children and classroom staff as necessary
Decisions
• Decisions of a routine nature will be made within the duties of the role but the decision making responsibility will be the responsibility of the line manager
Management & Supervision
• There is no supervisory responsibility of staff for this period
Supervision Received
• The post holder will be managed by the relevant line manager who will have responsibility for checking the post holder's work on a day to day basis
Complexity
• To carry out the supervision of children reporting any events during the periods to the relevant line manager or school staff. The post holder will be required to work as part of a team but may occasionally be required to carry out a specific task as directed by the line manager

Resources
• The post holder will be expected, at times, to be responsible for the class lists indicating each child's choice of lunch. They will be responsible, at times, for checking off these children (using a pen or pencil) as they arrive for lunch. They may, at times, be responsible for the key to the playground equipment container. • Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
Impact
• The purpose of the role is to ensure that all children eat their chosen lunch in a safe and clean environment.
Physical Demands
• This post required the post holder to walk about the school site, sometimes climbing stairs. There is some light cleaning responsibility.
Working Environment
• When on 'indoor' duty, the working environment is equivalent to working in an office in terms of heat, ventilation and lighting. When 'outdoors' the working environment will vary dependant on weather conditions.
Emotional Context
• The emotional strain or distress this role is expected to face would be limited however there may be times when the post has contact with information that may be upsetting. However, this would be incidental and it would not be a formal part of the job to deal with this information.
Other
The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade. The postholder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc. The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations.

Person Specification

Criteria	Standard
Qualifications	• No formal qualifications are required but the postholder must be able to read and write • Training on First Aid programmes or a willingness to undertake such training as necessary (desirable)
Experience	• Experience of working with children in a similar role (desirable) • An awareness of how to deal with children of different ages
Knowledge	• Have an awareness at all times of child protection issues • Health and Safety
Skills	• The ability to work under the instruction of a supervisor and/or Head Teacher • The ability to work as part of a team but also independently if required • The ability to maintain a quiet atmosphere while children collect and eat lunch • The ability to be sympathetic to the individual needs of children in the school whilst supporting the school discipline system • The ability to encourage children to adopt appropriate eating habits/manner
Personal style & behaviours	• As a council employee you will be supported and expected to demonstrate the Councils Core Behaviours. Please note that these may be updated from time to time and are available on the Council's intranet pages. • Punctual, courteous, encouraging and vigilant • Appreciate and supportive of the role of other professionals • Develops good relationships with others by behaving with integrity, treating people with respect and leading by example

This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure member of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role.

This post has been assessed as requiring B2 level under the Common European Framework of Reference for Language (CEFR) as the post holder will need to express themselves spontaneously, fluently and precisely.

More information is available at:

http://ecouncil/Fluency/Pages/default.aspx

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We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

Type of criminal records checks required for this post	Ticked as required
None	
Basic Disclosure	
Standard Disclosure	
Enhanced Disclosure	
Working with Adults - Regulated Activity	
Working with Children - Regulated Activity	

Information on types of criminal records checks is available at:

https://www.gov.uk/disclosure-barring-service-check