

# Pennyman Primary Academy

## Job Description – Lunchtime Supervisor

**Job purpose:** Applicants should be able to competently undertake the care, physical support, and supervision of children aged between 4 and 11 years old.

<b>Dinner Hall Responsibilities</b>	<ul style="list-style-type: none"> <li>• Ensuring good behaviour and calm atmosphere</li> <li>• Behaviour management</li> <li>• Support pupils, as appropriate, while they are eating their dinner.</li> <li>• Being aware of pupils on special or restricted diets for medical reasons</li> <li>• Assisting pupils with cutting up food, pouring liquids etc. where necessary</li> <li>• Encouraging social skills and good table manners, ensuring safety with knives and forks</li> <li>• Ensuring pupils tidy/clear up in a satisfactory manner</li> <li>• Cleaning up spillages</li> <li>• Supporting children with intimate care if needed</li> <li>• Sharing responsibility with other lunchtime supervisors and/or teachers for the maintenance of order and discipline in the dining hall area.</li> </ul>
<b>Outdoor Play</b>	<ul style="list-style-type: none"> <li>• Ensure pupils are adequately dressed for the all weather conditions</li> <li>• Direction of pupils to the playground and supervision of their activities and behaviour, ensuring their safety and wellbeing, providing emotional support where necessary</li> <li>• Ensuring safe play in line with the academy policy by engaging in, and modelling, a range of play activities to motivate and enthuse pupils during their lunchtime.</li> <li>• Preventing behaviour issues, being aware of changes in friendships, encouraging socialising, play etc.</li> <li>• Behaviour management.</li> <li>• Supervision and control of pupils inside the premises when they are not allowed outside due to bad weather</li> </ul>
<b>Ancillary</b>	<ul style="list-style-type: none"> <li>• Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the Academy's agreed procedures</li> </ul>
<b>Safeguarding Children</b>	<ul style="list-style-type: none"> <li>• Tees Valley Education is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks</li> <li>• To follow the child protection procedures adopted by the academy</li> </ul>

<b>Personal Skills and attributes</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills</li> <li>• Have the ability to communicate effectively with both adults and children.</li> <li>• Successfully supervise pupils, both in the dining hall and whilst playing on the yard.</li> <li>• Have a good understanding of how to care for children.</li> <li>• Demonstrate a proven track record of working successfully as part of a team.</li> <li>• Flexible and adaptable, even under challenging situations</li> <li>• Actively promote the ethos of the academy</li> </ul>
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<p>The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.</p>

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## Person Specification – Lunchtime Supervisor

**Important:** In the first instance, applications are assessed against the following criteria: \*overall presentation \*use of standard English \*grammatical accuracy

Where applications do not meet the expected standard, they will be discarded before being matched to the person specification.

Category	Essential	Desirable
<b>Experience and qualifications</b>	<ul style="list-style-type: none"> <li>Has experience of working with children</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience as a Lunchtime Supervisor</li> <li>Experience working in schools/education system</li> </ul>
<b>Skills and Abilities</b>	<p>Applicants should be able to competently undertake the care, physical support, and supervision of children aged between 4 and 11.</p> <ul style="list-style-type: none"> <li>Willingness / initiative to engage children in specific activities, eg playground activities and games etc</li> <li>Be able to follow academy policies and procedures, particularly behaviour policy</li> <li>Undertake child protection and any other relevant training</li> </ul>	<ul style="list-style-type: none"> <li>First Aid qualification</li> <li>Child Protection / Safeguarding training</li> <li>Sporting/working/ coaching qualifications</li> <li>Training in behaviour strategies / Team Teach</li> </ul>
<b>Personal Qualities and Interpersonal skills</b>	<ul style="list-style-type: none"> <li>Be able to relate well to children</li> <li>Be able to relate well to adults</li> <li>Be able to work as part of a team</li> <li>Previous experience of supporting / working with children</li> </ul>	