

Fairfield High School for Girls

Job Description

Lunchtime Supervisor

Permanent - 6.25 hours per week, term time only
NJC Salary Scale Point 2

Responsible to:

- Assistant School Business Manager

Post Purpose:

- Lunchtime Supervisors are responsible for the efficient supervision of pupils during the lunch break.

Working Relationships:

- Senior Leadership Team
- Teaching staff
- Support staff
- Pupils

Working Time:

- 6.25 hours per week, term time only

Main Duties and Responsibilities:

- Working as part of the school team supervising pupils during the school lunch break.
- Oversee the supervision of activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the lunch break.
- Report incidents / complex problems in line with school policy.
- Oversee and participate in dining arrangements this includes the cleaning up of spillages of food or liquid during meal service and wiping down of tables and clean dining areas between meals.
- Maintain confidentiality and adhere to safeguarding procedures.

Staffing:

- To continue with professional development as agreed with your line manager.
- To participate in the Performance Management process for support staff.

Safeguarding and Equality:

- To have a thorough understanding of up-to-date safeguarding requirements and best practice.
- To demonstrate an understanding and acknowledgement of the individual's responsibility for promoting and safeguarding the welfare of children and young people.
- To demonstrate a commitment to supporting and promoting safeguarding, pupil welfare, equality and diversity.
- To maintain an environment which feels safe and enables pupils to report any concerns or complaints.

School Ethos:

- To fully comply with the school's Policy for Child Protection and Safeguarding (and related policies) to promote and safeguard the wellbeing of all young people at all times.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and pupils follow this example.
- To support the school in meeting legal requirements for worship.

- To promote actively the school's corporate policies.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To proactively promote an atmosphere of mutual support, respect, recognition and celebration of the diversity in our school.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for job applicants with disabilities or continued employment for any employee who develops a disabling condition.

This job description is current but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Person Specification – Lunchtime Supervisor

	Essential	Desirable
Qualifications/Training/Knowledge		
A good standard of general education.	✓	
Maths and English skills (by qualification or experience).	✓	
Literacy and numeracy skills/qualifications.	✓	
A first aid qualification/certificate.		✓
Willingness to undertake induction.	✓	
A successful record of:		
A successful record of employment.		✓
Experience of supervising and supporting young people in a school environment.		✓
Experience of working with young people in a school environment.		✓
Pastoral support work or other similar school-based experience.		✓
Competencies/Abilities		
Promote and safeguard the wellbeing of all young people.	✓	
Develop positive relationships with pupils and staff.	✓	
Communicate effectively	✓	
Demonstrate yourself as a role model in terms of hard work, commitment to best practice, personal presentation and attitude to all members of the school community.	✓	
Work independently and show initiative.	✓	
Support the school ethos of high standards of behaviour for learning.	✓	
Deal sensitively with people and resolve issues.	✓	
Personal Qualities		
A genuine commitment to inclusive comprehensive education and the safeguarding of all children.	✓	
Pupil-centred educational principles.	✓	
Exemplary attendance and punctuality.	✓	
An effective team member.	✓	
Professional presentation and manner.	✓	
Demonstrate impact and presence.	✓	
Strong interpersonal skills with all.	✓	
Problem solving skills and the ability to apply tact and diplomacy when appropriate.	✓	
Flexible approach to work.	✓	
Ability to work under pressure and maintain high standards.	✓	