



# JOB DESCRIPTION

**School/College:** Woodstone Community Primary School

**Job Title:** Lunchtime Supervisor

**Grade:** Grade 4 Point 5

**Responsible To:** Headteacher

**Key Relationships/ Liaison with:** Headteacher / Business Manager/ Midday manager

**Job Purpose:** To take responsibility for the health and safety and security of children during the school lunch break.

## **MAIN DUTIES AND RESPONSIBILITIES:**

1. Supervise pupils in the area in which the children eat their lunch.
2. Assist and supervise the clearing away and tidying of the eating area.
3. Supervise pupils after lunch, either inside or outside of the school building, being especially vigilant as to the health, safety and security of the pupils within their care, and in accordance with the School's Behaviour Policy.
4. Ensure good behaviour and safe conduct of pupils by maintaining good order and discipline, dealing as appropriate (including restraint) with all incidents of disorder ensuring that any disruption is minimised.
5. Attend to accidents in the playground in accordance with the School's procedure and guidelines on accidents and their treatment.
6. Be willing to train as a First Aider and administer First Aid as required.
7. To support the moving, handling and repositioning of pupils with physical impairments, using appropriate equipment if necessary.
8. To encourage participation and interaction in unstructured learning activities at lunchtime.
9. To support, as appropriate, in instances where pupils are unwell at lunchtime.\*
10. To relate to pupils in a sensitive manner appropriate to their individual needs, gender, disability and cultural background.

\* These duties only to be carried out after appropriate risk assessment and training have been undertaken.

### **SPECIAL FACTORS:**

**Subject to the duration of the need, the special conditions given below apply:**

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore, a **DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.**

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**



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# PERSON SPECIFICATION

	Essential	Desirable	How assessed
<b><u>Qualifications</u></b>	N/A		App/Doc
<b><u>Experience</u></b>			
Experience of working with children.	✓		App/Ref
Experience of supporting children and young people with learning difficulties and disabilities		✓	App/Int
<b><u>Knowledge</u></b>			
An empathy with and an understanding of children in the age range concerned.	✓		App/Int
<b><u>Skills/Attributes</u></b>			
Ability to be assertive when necessary.	✓		App/Int
To be positive when dealing with pupils.	✓		App/Int
Ability to understand and follow relevant procedures, e.g. health and safety, child protection (including issues regarding restraint), school behaviour policy.	✓		App/Int
Good interpersonal communication skills.	✓		App/Int
The ability to lead playground activities.	✓		App/Int

	<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
<b><u>General Circumstances</u></b>			
Attendance - evidence of regular attendance at work.	✓		App/Ref/ Med
An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.	✓		App/Int
<b><u>Factors not already covered</u></b>			
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓		Med

**App = Application Form**

**Test = Test**

**Int = Interview**

**Pre = Presentation**

**Med = Medical Questionnaire**

**Doc = Documentary Evidence (E.g., Certificates)**