

Willingdon Community School



Job Description

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|------------------------|---|
| Title: | Principal Lunchtime Supervisor (Secondary) |
| Hours: | 5 hours per week (1 hour per day Mon-Fri), 39 weeks per year |
| Grade: | Single Status Grade 3 |
| Accountable to: | Deputy Headteacher/Assistant Headteacher and/or Business Manager |

MAIN PURPOSE OF THE ROLE:

To supervise and take care of students during the lunchtime period in all areas inside and outside of the school

Key Tasks:

1. To be responsible for the behaviour of students during the lunchtime period both indoors and outdoors, in accordance with the general practices of the school.
2. To monitor the safety and suitability of activities of students during the lunchtime period.
3. To deal with cases of unruly or unsocial behaviour by students where appropriate and report the incident to the Headteacher or nominated representative where necessary.
4. To ensure that any injury or sickness of students is reported immediately to the First Aider and the office and ensure all details are recorded in the first aid book.
5. To check that no student remains in outside areas when afternoon lessons are about to begin.
6. To assist in ensuring that only authorised persons/students are on school premises during the lunchtime period.
7. To cooperate with staff working with students participating in lunchtime activities.

General:

- Contribute to the overall ethos/work/aims of the school.
- To take part in training activities offered to further professional knowledge and development.
- Be aware of the school's Health and Safety policies and take personal responsibility for ensuring they are put into practice.

- Committed to the safeguarding of children and the promotion of their welfare within the school.
- All school-based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.
- To carry out the above duties in accordance with the County Council's Equal Opportunities policy.
- To perform such other tasks as may reasonably be required appropriate to the grading of the post.
- Undertake any necessary professional development as identified in the school Improvement Plan by taking full advantage of any relevant training and development available.
- Participate in current arrangements for appraisal. In conjunction with the Line Manager.
- The post holder should be aware of and comply with all school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

This job description sets out the duties of the post at the time it was drawn up. Such duties 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 of themselves justify a reconsideration of the grading of the post. The school reserves the right to change or up-date this job description and/ or the place of work after consultation with the job holder.

The hours and the job description may be modified depending on the needs of the school.



Person Specification

Post Title: Principal Lunchtime Supervisor

| | Essential Criteria | Desirable Criteria | Method of Assessment/ Source of Information |
|---------------------------------------|---|---|--|
| Key Skills & Abilities | <p>Ability to communicate effectively with students</p> <p>Ability to effectively manage behaviour where necessary</p> <p>Listening and observation skills</p> <p>Able to work effectively with colleagues</p> <p>Organised and able to keep basic school records</p> <p>Ability to engage with and motivate students</p> <p>Ability to respond calmly and quickly to developing situations</p> | | Application form, Interview |
| Education & Qualifications | | Qualified first aider | |
| Knowledge | <p>Good knowledge of policies and procedures within a school environment regarding health and safety and safeguarding</p> <p>An understanding of safeguarding and child protection and its importance within the school</p> | | Application form, Interview |
| Experience | Experience of establishing positive relationships with secondary age students | Previous experience of working as a lunchtime supervisor or other work involving children | Application form, Interview |
| Personal Attributes | <p>Ability to maintain confidentiality on all school matters</p> <p>Willingness to participate in training and developmental activities</p> <p>Team player</p> | | Application form, Interview |
| Other | Able to work outside in a variety of weather conditions | | Application form, Interview |



EAST SUSSEX COUNTY COUNCIL

Occupational Health

This section is to make you aware of any functions you may be expected to perform or to which you may be exposed, in relation to the post you are applying for, which may have an impact on your health. If successful in your application, this information will help you identify any health related conditions which may impact on your ability to perform the job enabling us to support you in your employment by way of reasonable adjustments or workplace support.

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|---|-------------------------------------|
| Using display screen equipment | <input type="checkbox"/> |
| Working with children/vulnerable adults | <input checked="" type="checkbox"/> |
| Moving and handling operations | <input checked="" type="checkbox"/> |
| Occupational Driving | <input type="checkbox"/> |
| Lone Working | <input type="checkbox"/> |
| Working at height | <input type="checkbox"/> |
| Shift/Night work | <input type="checkbox"/> |
| Working with hazardous substances | <input type="checkbox"/> |
| Using power tools | <input type="checkbox"/> |
| Exposure to noise and/or vibration | <input checked="" type="checkbox"/> |
| Food handling | <input type="checkbox"/> |
| Exposure to blood/body fluids | <input type="checkbox"/> |