



## SOLIHULL

### Job Description: Lunchtime Supervisor

<b>Responsible to:</b>	Senior Deputy Head of the Preparatory School
<b>Primary Responsibility:</b>	To provide effective supervision of Prep School pupils throughout the lunchtime period, dealing with issues promptly and appropriately.
<b>Hours per week:</b>	10 hours per week (11.45 a.m. – 1.45 p.m.). Term Time.

#### Responsibilities:

##### The main responsibilities include:

- Effective management of lunchtime queuing system, ensuring all pupils receive their food without delay.
- Supporting pupils in making appropriate dietary choices.
- Monitoring the pupils in the Refectory whilst they are eating, ensuring good behaviour is maintained and that the pupils clear their trays away after eating.
- Accompanying pupils to and from the Refectory from their classrooms, promoting safe and sensible behaviour
- Monitoring pupils in the Prep School during the lunch break, dealing with any issues and pupil concerns that may arise.
- Attending to pupils who may be upset, or who are sick or injured, seeking medical advice where necessary. To complete accident reports where necessary.
- Liaising with Prep School staff regarding any unresolved or ongoing issues, seeking support as necessary.
- Assisting with play activities, encouraging and facilitating engagement of all pupils
- To supervise and monitor the use of changing rooms during lunchtimes
- Issue appropriate rewards and sanctions as guided by form tutors and PMG

##### General

- Promoting welfare and safety of all members of the school community, and adherence to the school's Safeguarding and Child Protection Policy;
- Support the aims of the school;
- Support all members of the school community with respect and consideration;
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance;
- Take responsibility for professional development, participating in staff training including INSET days where required, and the school's CPD and professional development procedures;
- Participate in the management of the school by attending meetings as required;
- Adhere to the Health & Safety Policy, ensuring that all tasks are carried out safely and effectively with due regard to the health and safety of all members of the school community, including visitors and the post-holder.

Other:

The Job Description is subject to:

- Other reasonable requests by negotiation with the Prep School Management Group and the Bursar;
- Annual Review.

**Person Specification: Lunchtime Supervisor**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/ Professional Bodies</b>	<ul style="list-style-type: none"><li>• A good level of numeracy and literacy.</li><li>• Willingness to undertake training and development appropriate to the role.</li></ul>	<ul style="list-style-type: none"><li>• Paediatric or other First Aid Certificate (and a willingness to keep up to date with training as appropriate)</li><li>• Level 1 Safeguarding Training (to be provided)</li><li>• Level 2 or 3 equivalent childcare qualification or Teaching Assistant qualification</li><li>• GCSE Maths and English (Grade C or above)</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience supporting pupils of the relevant age range (KS2/KS1/EYFS)</li><li>• Working as part of a team</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of pupils with SEND</li><li>• Experience working as a lunchtime supervisor</li></ul>
<b>Skills/ Knowledge</b>	<ul style="list-style-type: none"><li>• Excellent written and verbal communication skills</li></ul>	<ul style="list-style-type: none"><li>• Awareness and understanding of safeguarding and welfare of children</li></ul>

<p><b>Personal Attributes</b></p>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding and promoting the welfare of children.</li> <li>• Ability to communicate warmly with pupils.</li> <li>• Ability to provide warm and consistent care to children.</li> <li>• Ability to reflect and improve own practice.</li> <li>• Ability to develop excellent working relationships with internal and external stakeholders.</li> <li>• Ability to work on own initiative, work without direct supervision and solve problems.</li> <li>• Enthusiasm for being involved in the life of a busy school</li> <li>• An understanding of inclusion, making the activities accessible to all pupils.</li> <li>• Physical and mental capacity to undertake the role.</li> <li>• Diplomacy, tact and empathy with high levels of confidentiality.</li> <li>• Common sense</li> <li>• Ability to draw clear, calm boundaries when appropriate.</li> <li>• Flexible attitude.</li> <li>• An exemplary attendance record in his/her past and present employment.</li> </ul>	
-----------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--