**Viewley Hill Academy**

**Lunchtime Supervisor – Job Description**

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| Job title: | Lunchtime Supervisor |
| Reports to (job title): | DHT / AHT |
| Hours of work: | 5 hours per week |
| Salary: | £2102.23 |

**Main duties/responsibilities**

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| **Dinner Hall Responsibility** |
| Display strong behaviour management, ensuring good behaviour and a calm atmosphere |
| Support pupils, as appropriate, while they collet, eat and tidy up their dinner. |
| Be aware of pupils with restricted or special dietary requirements |
| Work collaboratively with other dinner supervisors and school staff in order to ensure effective running of the lunch hall. |
| **Outdoor / Indoor Play** |
| Ensure safe play by modelling and engaging in play with the pupils, which motivates and encourages them during their playtime. |
| Model the behaviour policy and Viewley Values to the children |
| Supervise and support children in designated areas of the playground, or specific classroom areas during periods of bad weather. |
| Ensure that the children conduct themselves in line with school policy when moving around the site during playtimes. |
| **Other Duties** |
| Be aware of and comply with Viewley Hill Academy’s polices relating to Safeguarding, child protection, health and safety, confidentiality and data protection. |
| Deal with minor problems and first aid |
| Report persistent or serious issues to a the staff on duty / Class Teacher and notify the appropriate staff of injuries or problems requiring parental follow-up |
| Work with the DHT / AHT to identify any training and development needs, and actively seek out CPD opportunities as required by the school. |

**Person specification**

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|  | **Essential** | **Desirable** |
| **Qualifications and training** | * A qualification in English and Maths |  |
| **Experience** | * Experience of working with children * Experience of supporting children with social interaction and development | * Working within a school environment. * Working in accordance with school policy and procedures. * Promoting pupils’ welfare and education. |
| **Knowledge and skills** | * High standard of spoken English |  |
| **Personal qualities** | The successful candidate will have:   * The ability to work independently and as part of a team. * A positive attitude to work. * An enhanced DBS certificate and barred list check. * A good attendance and punctuality record. * Excellent time management and organisational skills. * High expectations of self and professional standards. * The ability to maintain positive and successful working relationships with all school stakeholders. * Flexible and adaptable * High levels of drive, energy and integrity.   The successful candidate will be:   * Able to promote good behaviour consistently. * Able to plan and take control of situations. * Committed to contributing to the wider school and its community. |  |