**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
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| **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.
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| **Knowledge and skills** | * High standard of spoken English
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| **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.
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