

Viewley Hill Academy
Lunchtime Supervisor – Job Description

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

Main duties/responsibilities

Dinner Hall Responsibility
Display strong behaviour management, ensuring good behaviour and a calm atmosphere
Support pupils, as appropriate, while they collect, 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 policies 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 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

	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> A qualification in English and Maths 	
Experience	<ul style="list-style-type: none"> Experience of working with children Experience of supporting children with social interaction and development 	<ul style="list-style-type: none"> Working within a school environment. Working in accordance with school policy and procedures. Promoting pupils' welfare and education.
Knowledge and skills	<ul style="list-style-type: none"> High standard of spoken English 	<ul style="list-style-type: none">
Personal qualities	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> 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. <p>The successful candidate will be:</p> <ul style="list-style-type: none"> Able to promote good behaviour consistently. Able to plan and take control of situations. Committed to contributing to the wider school and its community. 	