



Learning Academy Partnership

Job Description

Lead Lunchtime Supervisor

Job Title:	Lead Lunchtime Supervisor
Grade:	NJC Grade C (Torbay)
Hours of Work:	10 hours per week, 38 weeks per year
Responsible To:	Head of Academy
Revision:	1.0 – October 2022

Main Purpose of Post

To always put children first and uphold and drive the vision, values and 6 principles of the Trust.

To support and supervise children at lunchtimes, both within school and during their time in the playground.

Key Responsibilities

- To Lead and support other staff supervising lunchtimes
- To monitor rotas and attendance and pass on any instructions between leaders and other staff
- To ensure all children and staff comply with expectations of lunchtime
- To be responsible for the health, safety and wellbeing of pupils during lunchtime
- Supervise children in designated area, other than playground, during wet weather
- Comply with policies and procedures relating to Child Protection, Confidentiality and Data protection
- Organise equipment as necessary
- Follow Good behaviour Policy and Playtime Procedures
- Undertake playground duty, supervising by circulating amongst children
- Attend to minor accidents and record any accidents in the accident book
- Report to Head of Academy any untoward circumstances
- Ensure that children do not leave the academy
- Assist Head of Academy as required in order to care for the safety and well-being of children
- To be responsible for co-ordinating play for pupils as directed
- Assist with hot meals and packed lunches as required

General Responsibilities

- Promote and model the core values and 6 principles of the Trust
- Be aware and support difference and ensure equal opportunities for all
- Contribute to the overall ethos / work / aims of the Learning Academy Partnership
- Establish constructive relationships and communicate with other professionals
- Attend and participate in relevant meetings and other events as required
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others within the organisation

- To be a reflective practitioner who is active in active in the pursuit of their own professional development and that of others

Expectations

1. As appropriate, to the postholder's duties must be carried out in compliance with the following:
 - Trust Policies
 - Code of Conduct
 - Financial Regulations
 - Health and Safety at Work Act (1974) (and subsequent Health and Safety legislation)
2. To work flexibly as required
3. To maintain confidentiality of the Trust's affairs
4. To work at all times within Code of Conduct, GDPR and the Safeguarding Policy
5. Participate, support and comply with Trust arrangements for responding to emergencies and/or business interruptions
6. These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post
7. To put all children, in the Trust, at the core of all decisions and actions
8. To be an ambassador for the Learning Academy Partnership
9. To uphold the vision, values and ethos which underpin the Trust and support how we work as a single organisation

This job description should be reviewed annually and may be subject to amendment in consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the postholder's professional responsibilities and duties.

Signed:

Chief Executive Officer

Date:

Signed:

Postholder

Date:

Person Specification – Lead Lunchtime Supervisor

Attributes/ Requirements	Essential	Desirable
Education, Qualifications and Training	<ul style="list-style-type: none"> GCSE qualification is in Maths and English (or an equivalent level of numeracy and literacy skills) 	<ul style="list-style-type: none"> First Aid Qualification
Professional Skills / Knowledge	<ul style="list-style-type: none"> Ability to relate well to children and adults Ability to act proactively with confident approach Excellent interpersonal skills Ability to use initiative appropriately Ability to be pro-active and plan ahead Ability to work under pressure 	<ul style="list-style-type: none"> Knowledge of educational legislation, guidance and legal requirements
Experience	<ul style="list-style-type: none"> Knowledge and experience of working in a school or pre-school/playgroup setting Working as a member of a team 	<ul style="list-style-type: none"> Experience of leading a team Working within an educational setting Experience of working with children with Special Educational Needs Experience of working with able and talented children. Experience of working with parents of young children
Personal Qualities	<ul style="list-style-type: none"> Be a person of integrity Be able to maintain confidentiality Be able to remain impartial Have a flexible approach to working hours Be sympathetic to needs of others Have an openness to learning and change Have a positive attitude to personal development and training Be able to confidently address groups of people and individuals 	