



Lunchtime Supervisor

Job details

Salary: [PCD3 - £23,151 FTE (pro-rate salary £4,161)]

Hours: [7.5 hours per week, 1.5 hours per day]

Contract type:[Term-time/permanent]

Reporting to: [Headteacher]

Main purpose

Manage the day-to-day set up and running of the school dining hall to ensure the safety and wellbeing of pupils in your care. Manage the table manners and supervision noise levels and behavior of children. The post will involve working alongside other staff members and kitchen catering staff.

Duties and responsibilities

Planning and delivering activities

- Supervise activities and experiences to support pupils' development
- Offer educational instruction where needed to help pupils to share equipment
- Supervise pupils during activities and help to resolve issues between pupils
- Monitor pupils that aren't engaging in play and feed back any concerns to class teachers
- Manage stock of resources necessary to carry out planned activities

Health and safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Deliver first aid to respond to minor and major incidents
- Record details of incidents in line with the school's reporting procedures
- Feed back concerns relating to pupils' health and safety to a senior member of staff
- Co-ordinate regular maintenance of equipment and make sure the stock of equipment is maintained (e.g. first aid kits)
- Co-ordinate and offer support with setting up and putting away all equipment safely

Behaviour

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy

- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour
- Support pupils with their independence and self-esteem when carrying out activities

Working with others

- Manage and support other extended provision staff, setting clear expectations for the requirements of their role
- Work with external agencies as appropriate

Safeguarding

- Keep up to date with pupil information on medical/dietary needs
- Be responsible for pupils during the lunchtime sessions
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals

Other areas of responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role

What we can offer YOU!

- A warm and welcoming school.
- A friendly and supportive team.

Our school is committed to safeguarding and promoting the welfare of children and young people. We expect all of our employees to share this commitment. An enhanced CRB check will be required for this post.

Visits to school are welcomed, please contact Mrs Walsh 01228 560399

For further details and an application pack, please email our School Business Manager, Mrs Walsh at admin@gcorby.cumbria.sch.uk

Great Corby School, Great Corby, Carlisle CA4 8NE

The closing date for applications is Monday 3rd June 2024
Interviews will be held on Wednesday 5th June 2024

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• First aid training (or willingness to complete it) Relevant NVQ2 or experience
Experience	<ul style="list-style-type: none">• Working with children or young people• Communicating well at all levels• Supervising activities to engage pupils and support development• Working at part of a team
Skills and knowledge	<ul style="list-style-type: none">• Ability to respond quickly and effectively to issues that arise• Ability to use own initiative and take action accordingly• Effective communication with adults and children• Ability to deliver instructions to pupils• Ability to take a firm but fair approach to handling behaviour issues in line with the school's policies• Ability to build effective working relationships with colleagues
Personal qualities	<ul style="list-style-type: none">• Commitment to supporting and understanding pupil needs• Commitment to upholding and promoting the ethos and values of the school• Commitment to maintaining appropriate confidentiality at all times• Commitment to safeguarding, equality, diversity and inclusion

Notes:

This job description may be amended at any time in consultation with the postholder.

If you don't have all of the experience listed above but are interested in applying, contact our School Business Manager, Lorraine Walsh on 01228 560399 or e-mail admin@gtcorby.cumbria.sch.uk.