



Post:	RELIEF LUCHTIME SUPERVISOR
Reporting to:	Senior Supervisory Assistant/Senior Leader
Hours:	Availability: Monday – Friday AS AND WHEN REQUIRED
Salary:	JNC 2: £11.9149 per hour

JOB PURPOSE:

We are creating a list of people wishing to be employed as a temporary relief Lunchtime Supervisor in the College. Availability: Monday – Friday as and when required.

Your name will be added to a waiting list, and you will be contacted if a vacancy becomes available.

You will be responsible individually, and as a member of a team, for the supervision of children on the school premises during lunch.

Aims:

- 1) To ensure the Health and Safety of all students on site.
- 2) To help ensure that the teaching and learning of students can continue during any overlap in the College's lunch times.
- 3) To act as a point of contact for a child who feels that they are in need of support.
- 4) Deal with minor problems, accidents/sickness and report any serious incident to the Senior Supervisory Assistant and/or Senior Leader responsible for lunch time supervision immediately.
- 5) Supervise students consuming meals and packed lunches including:
 - The movement of children between classrooms and dining areas where necessary
 - The supervision of queues, seating arrangements and circulation of pupils to and from service points.
 - To ensure good behaviour of pupils in the dining hall and elsewhere on the school premises and grounds.
- 6) To ensure that the College buildings are kept as quiet as possible during lunchtime.
- 7) To assist with cleaning of tables in the supervised areas during and after lunch, to ensure areas are kept tidy and free of litter. Spillages should be mopped immediately, and a "Wet Floor" health and safety sign placed in the relevant area.
- 8) Carry out duties for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

During supervision:

- Supervisors should be at their appointed locations at all times i.e. 12:20 pm – 2:10 pm on Monday, Tuesday, Thursday and 10:45 am – 12:45 pm on Wednesday and Friday (however these times are subject to change in accordance with the College timetable).
- Supervisors should treat students in a professional and caring manner.
- If there is a major incident, such as an intruder coming into school, the school Office should be informed by the supervisor immediately.

In order to ensure the Health and Safety of students, supervisors must receive training when necessary as requested by the College.

Personnel Specification

Post: Relief Lunchtime Supervisor

Desirable Criteria:

Experience

Experience of working with, or supervising children.

Knowledge

Requirements of a supervisory assistant.

Child protection and safeguarding relevant to the role.

Health and safety regulations relevant to the role.

Skills and Abilities

Effective communication and interpersonal skills, including the ability to communicate and take instruction.

Ability to use own initiative.

Ability to work individually and as part of a team.

Flexible approach to work, and willing to carry out instruction.

Training

Willing to undertake job related training.