



FOREST OAK SCHOOL
Windward Way
Smith's Wood
Birmingham
B36 0UE

0121 717 0088

Hours: 5 hours 50 minutes per week: 12.50pm. – 2pm term time only

JOB DESCRIPTION

POST: Lunchtime Supervisor

ACCOUNTABLE TO: All staff work under the reasonable direction of the Principal and Senior Leadership Team.

This is not intended to be a complete and exhaustive list of all the duties and responsibilities attached to the post. It is a description of the role and nature of the job.

POST SALARY BAND: “A”

JOB PURPOSE

Supervise and ensure the safety and well being of the school children throughout the lunchtime period.

SUMMARY OF ROLE

- The jobholder needs to be able to follow straightforward instructions and to be able to write comments in the accident book and write reports on unacceptable behaviour.
- The job requires judgemental skills, to be able to identify straightforward solutions to relatively simple problems, such as responding to bullying and aggressive behaviour.
- The job involves the need for good communication skills with other members of staff, parents and children, where some tact may be required.
- There are recognised procedures covering all main activities, tasks and duties of the job and school policies and procedures need to be followed at all times. The job is subject to close supervision
- Some ongoing physical effort is required which involves standing and walking for the entire shift.
- Periods of continuous concentrated sensory attention are required for up to one hour at a time, and the jobholder is subject to conflicting demands with more than one individual requiring assistance at the same time.
- The job involves some direct impact on the well being of school children, through undertaking tasks that are to their benefit, and impact directly on their health and safety.
- The job involves no direct responsibility for the supervision, direction or co-ordination of other employees.
- The job involves limited responsibility for physical resources, but may require the handling of relatively low value equipment or personal possessions of others.
- The job sometimes involves exposure to disagreeable or unpleasant environmental and people-related, working conditions, in working outdoors, and dealing with occasional physical and verbal abuse.
- The job requires active participation in professional development opportunities.

JOB DUTIES include these types of activities:

- Supervising pupils before, during and after lunch
- Supervising toileting and washroom activities
- Escorting children to and from dining room
- Supervising the collection of meals and assisting with the use of cutlery
- Collecting used plates, cutlery and glasses
- Contacting First Aiders in the event of accidents
- Supervising classroom activities, in conjunction with teacher or LSA, when the weather is unsuitable for outside activity.
- Initiating games for pupils to play
- Helping pupils to develop social skills

PERSONAL QUALITIES REQUIRED FOR THIS POST:

Teamwork: A commitment to supporting and enabling each other in order to raise pupil achievement and facilitate school improvement.

Problem solving: A commitment to attempting to resolve problems with each other directly, on the first instance.

**Job description reviewed with post holder:
To be reviewed annually.**