



The Latimer Arts College

Job Description

Role:	Lunch Time Supervisor		
Line Manager	Assistant Principal: Raising Aspirations	Direct Reports:	None
Scale:	NJC Grade C	Hours:	6 hours 15 minutes per week 38 weeks per year (term time)

General Responsibilities

To be responsible for providing supervision of and support to students during the lunchtime break.

Specific Responsibilities

- To understand and be fully committed to the duties and responsibilities in relation to child protection and safeguarding young people;
- To supervise students in designated areas of the college during the lunchtime break and actively patrol these areas to ensure student safety, welfare and general conduct through appropriate application of the college's policies and procedures;
- To establish safe and appropriate student behaviour through effective supervision and intervention;
- To report significant breaches of the college's Behaviour for Learning Policy to the Student Support Officers who are on duty;
- To take any immediate action to attend to sickness or accidents by assessing the immediate situation and summoning relevant assistance;
- When assigned to the area, to oversee student entry and departure from the dining hall during lunchtime;
- When assigned to the area, to assist in the clearance of any spillages, clearing of tables and the organisation of chairs and tables in the dining hall;
- When assigned to outside duties, to ensure that the designated area is kept tidy and litter free, encouraging students to take responsibility for keeping the college site tidy but taking remedial action by litter picking where necessary;

- To report any unauthorised visitors on college premises;
- To complete any documentation required by the college in relation to incidents occurring during the lunchtime period and to participate in review meetings, as required;
- To undertake any additional duties as deemed reasonable by the Principal.

This post is matched to NCC Pay & Benefits standard job ref. 1024.



PERSON SPECIFICATION: Lunch Time Supervisor

SELECTION CRITERIA (no priority order)

Working with Children and Young People	Essential	Desirable	Method of Assessment
Motivated to work with children and young people to ensure they are successful	X		Application form / reference / interview
Commitment to, and belief in, the equal value of all students	X		Application form / interview
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	X		Reference / interview
Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	X		Reference / interview
Experience of working with children in an educational setting		X	Application form / interview
An awareness of child protection issues	X		Application form / interview
Skills	Essential	Desirable	Method of Assessment
Ability to problem solve and communicate adequately concerning issues with staff and children	X		Interview
An awareness and ability to identify issues that children may experience and how they can be resolved	X		Interview
Good communication and listening skills	X		Application form / interview
Personal Qualities	Essential	Desirable	Method of Assessment
Reliable and punctual	X		Reference / interview
Have a polite, friendly and flexible approach to work	X		Application form / reference / interview
Ability to keep calm and maintain an air of authority	X		Reference / interview
Prepared to use own initiative	X		Reference / interview