



the
LatimerArts
College

INFORMATION PACK:

Lunch Time Supervisor

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 over 38 weeks

General Responsibilities

To be responsible to the Assistant Principal for providing support and assistance with students during the dinner break.

Specific Responsibilities

- To understand and be fully committed to the duties and responsibilities in relation to child protection and safeguarding young people;
- Control of students accessing the dining room at the dinner break;
- Patrol of buildings and external areas and reporting problems to line manager;
- To undertake any additional duties as deemed reasonable by the Principal.

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



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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