



## JOB DESCRIPTION

**Penn Fields School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.**

<b>Job title</b>	Lunchtime Supervisor
<b>Responsible to</b>	Designated Safeguarding Lead and Welfare Manager
<b>Responsible for</b>	n/a
<b>Salary Grade/Range</b>	Grade 2 (Pro rata £4709 - £4838 / 44.85 weeks / 10 hours per week – 11.45am to 1.45pm)

**“Where every moment is a learning opportunity and every moment matters”**

### **Purpose of the Role**

- To ensure safety and supervision of students on school grounds during the whole lunchtime period

### **General Duties and Responsibilities**

#### **Key Duties**

- To be responsible with other Lunchtime Supervisors for the supervision of students from the age of 5 – 19 years throughout the school during the lunchtime period
- To undertake active supervision of students including leading activities
- To note inappropriate behaviour by any pupil during the lunchtime period and inform School Welfare Manager on any persistent bad behaviour
- To be responsible for the general supervision of the students in the playground, having due regard to their safety
- To support the Teaching & Learning Assistants relating to emergency First Aid treatment when necessary and ensure that a member of SMT is informed of any incident
- To be familiar with the Accident Report forms and, knowing how to complete them and what action to take once they are completed
- To undertake training specific to the role as directed
- To carry out duties at all times in accordance with the School's Equal Opportunities and Health and Safety Policies
- To participate in the performance management scheme and to actively participate in identifying training and development needs and to attend appropriate training as and when required.
- To undertake other duties and responsibilities commensurate with the post as determined by the Line Manager

#### **Knowledge**

- Experience of working with children in an educational setting
- Experience of working with students with special educational needs and/or challenging behaviour
- First Aid qualification or a willingness to undertake one
- Good level of numeracy and literacy
- Aware of Child Protection procedures



### **Personal Attributes**

- Good communications skills
- Physically fit with a good health record
- Punctual
- Well-presented and polite
- Good sense of humour
- Ability to work with children with a wide range of special educational needs including some challenging behaviour

- **Safeguarding**

The jobholder must observe their obligations in accordance with the School's Child Protection Procedure and the document 'Keeping Children Safe in Education and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. Copies of the above Procedure and document can be obtained from the School Welfare Manager.

### **Special Conditions of Employment**

#### **Rehabilitation of Offenders Act 1974**

- This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered. If the jobholder is arrested or summonsed for an offence, or they receive a conviction, bindover order or a warning given by a police force, they are required to inform the Head teacher of this fact immediately. Such information will be treated in confidence, so far as is consistent with the safety of children, compliance with statutory safeguarding procedures and the School's relevant procedures. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

#### **Health & Safety**

- The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed by the jobholder

#### **Confidentiality and Data Protection**

- The job holder is expected to comply with the provisions of the Data Protection Act 2018 which includes the General Data Protection Regulations (GDPR). Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 2018 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The School's Whistleblowing Policy is available from the School Office.



**Equality and Diversity**

- Penn Fields School is committed to equality and values diversity. As such the School is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The Duty requires the School to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

**Training and Development**

- Penn Fields School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.

**Mobility**

- The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the School may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

**Additional Information**

**Please note:** This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work and will be reviewed through the appraisal process. This job description may be subject to review and / or amendment at any time to reflect the requirements of the job, following discussion between the Head Teacher and member of staff. Any amendments will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests.

ACCEPTANCE OF THE JOB DESCRIPTION BY THE POST HOLDER			
I can confirm my acceptance of the job description as outlined above			
<b>Name</b>			
<b>Signature</b>		<b>Date</b>	