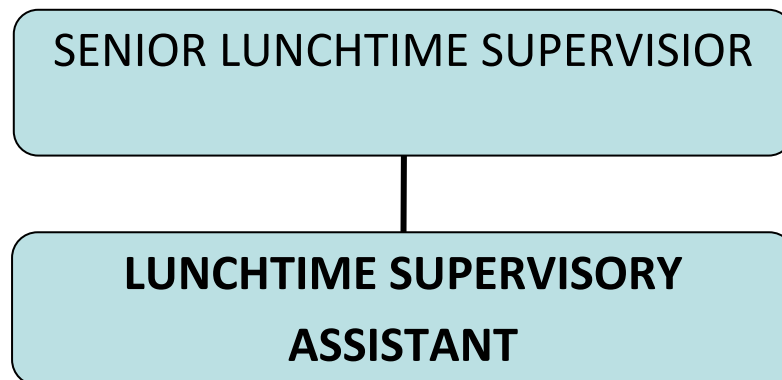




JOB DESCRIPTION

JOB TITLE	LUNCHTIME SUPERVISORY ASSISTANT
DEPARTMENT/SECTION	ST FRANCIS AND ST CLARE CATHOLIC MAC
RESPONSIBLE FOR WHICH OTHER POSTS	NONE
RESPONSIBLE TO	SENIOR LUNCHTIME SUPERVISOR - PRIMARY

Organisation Chart



Job Purpose

To undertake supervision of pupils during the Academy's lunchtime and or break times keeping them safe and managing and communicating any concerns to the appropriate staff. To ensure a clean and safe environment during lunch and break times.

Main Duties

- To ensure the smooth running of the dining room by encouraging pupils to use good table manners and behave appropriately.
- To ensure pupils return trays to the appropriate tray return area.
- Ensure the dining room environment is kept safe at all times by wiping spillages and clearing litter

- Ensure pupils are safe during lunch and break times; in corridors, toilets, classrooms, dining room and the playground.
- To ensure a reasonable standard of discipline is maintained at all times.
- To liaise with the senior management team or senior staff on matters concerning safety and welfare of pupils during the lunch and break time.
- To refer concerns over the behaviour of any pupils to the senior management team/senior staff
- To act as a qualified person for the administration of First Aid within the Academy
- To be responsible for the immediate care and reporting of any injuries or accidents of pupils during lunch and break time.
- To maintain the agreed standard of dress and appearance.
- To work in a safe manner at all times, having due regard for others, food safety and health and safety legislation.
- To ensure corridors, toilets and dining room are clean and litter free, during lunch and break times.
- To help with litter picking inside and outside the Academy premises.
- To monitor toilets and reduce the risk of vandalism from pupils.
- To comply with Academy policies.
- To promote the policies and procedures of the Academy at all times.
- To attend and undertake training courses commensurate with your job.
- To invigilate examinations as and when required, under the direction of the Examination Secretary. (St Edmund's based roles)

General (all posts)

Safeguarding

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated. These will include:-

- **Motivation to work with children and young people**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people**

- **Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.**
- **This post requires the post holder to undertake an Enhanced DBS check.**

Other Duties

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time in accordance within the general scope of the post.

Signed:

Date:

PERSON SPECIFICATION

Essential Criteria	Desirable	Measured by
Qualifications and Training <ul style="list-style-type: none"> • Basic Education • Basic Health and Safety • First Aid Qualification 	<ul style="list-style-type: none"> • NVQ1 in customer care 	AF
Knowledge and Experience <ul style="list-style-type: none"> • Working in a large scale catering environment 	<ul style="list-style-type: none"> • Working within a school setting • Counselling awareness 	AF/I
Skills and Abilities <ul style="list-style-type: none"> • Customer Care • Working to a routine of tasks • Flexible and adaptable to adjust workload and tasks 	<ul style="list-style-type: none"> • Ability to relate to young people 	AF/I
Personal Characteristics <ul style="list-style-type: none"> • Builds personal relationships with colleagues and stakeholders, through regular contact and consultation • Proactively seek opportunities to increase job knowledge and understanding • Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members • Works with others to resolve differences of opinion and resolve conflict • Requires minimum supervision • Takes quick and effective action • Ability to keep calm at all times, even under pressure • Of smart, personable appearance • Demonstrates focused implementation of role and responsibilities • Is accountable for own development and encourages the ownership of development needs amongst team members 		I

AF - Application form I – Interview

COMPETENCIES ESSENTIAL TO BASIC PERFORMANCE OF THE ROLE	
Post Reference: C004	Post Title: Lunchtime Supervisory Assistant
Commitment & Motivation	
<ul style="list-style-type: none"> • Displays energy and enthusiasm and has a positive attitude towards work, demonstrating commitment to achieving individual and Academy goals • Prioritises own workload • Takes personal responsibility whilst demonstrating willingness to complete the task to a high standard • Actively participates in learning opportunities and applies learning to develop own practice • Effectively liaises with people showing a willingness to give and receive constructive feedback • Responds positively to feedback and incorporates this into working practice • Keeps to date with relevant information and initiatives 	
Problem Solving & Decision Making	
<ul style="list-style-type: none"> • Works to general instruction using initiative to make routine decisions within guidelines, with the ability to challenge where appropriate and relevant • Identify incidents, overseeing welfare and behaviour of pupils. • Escalates decisions outside own area of responsibility • Gathers relevant information to assist good decision making • Offers ideas on how things could be done differently 	
Planning & Organisation	
<ul style="list-style-type: none"> • Organises and manages own tasks and work time effectively • Implements operational plans for own areas of responsibility under guidance • Provides feedback to inform planning • Prepares resources including where appropriate relevant ICT • Prepares for a specific activity taking account of varying needs and abilities of stakeholders objectives 	
Managing Objectives	
<ul style="list-style-type: none"> • Has a good understanding of own role and carries out task effectively, within deadline, fulfilling short term goals of the team • Supervises and control pupil dining areas and playgrounds whilst in use, assisting and supervising pupils in accordance with academy policies and procedures. • Provides agreed feedback of effectiveness and progress • Recognises the values, learning styles, management styles and ethos of the Academy 	
Raising Standards	
<ul style="list-style-type: none"> • Contributes to setting individual objectives and agreeing measurable targets • Collects supporting evidence and agrees success criteria • Maintains consistent performance • Remains focused on delivering results • Takes responsibility for the quality of own work and keeps manager informed of how the work is progressing • Provides support for learning activities including effective use of ICT to support pupils learning 	
Customer Focus	
<ul style="list-style-type: none"> • Demonstrates willingness to help and support pupils and stakeholders • Demonstrates and promotes the positive values, attitudes and behaviours expected to promote positive relationships • Contributes to the safeguarding and welfare of pupils • Adopts a pleasant, helpful and professional manner 	

<ul style="list-style-type: none"> • Actively seek information from stakeholders to understand their varying needs, abilities and expectations to support development • Observes and provides feedback on pupil performance • Delivers results in a timely manner • Understand the reasons for Health & Safety within own area and works in a manner which does not compromise their own H&S or that of anyone affected by their work
<p>Communication</p> <ul style="list-style-type: none"> • Communication of straightforward information within familiar situations, with sensitivity and confidentiality • Communicates effectively either verbally or in writing. • Selects most appropriate method to meet the needs audience including those with complex communication and interaction needs • Shares information with relevant parties in a timely manner • Responds effectively to queries and provides accurate information, knowing when to refer • Completion of standard proformas
<p>Impact & Influence</p> <ul style="list-style-type: none"> • Understands the impact of own behaviour on others. • Interacts positively within a team and will challenge inappropriate behaviour where appropriate. • Develops personal networks and builds positive relationships. • Discusses own needs and listens sensitively to the needs of others • Shares appropriate information and knowledge with other in an open and honest manner • Maintains confidentiality within appropriate boundaries.
<p>Team Working</p> <ul style="list-style-type: none"> • Follows agreed instructions and takes personal responsibility and ownership for own actions, performance and delivery • Shows willingness and ability to work cooperatively with a range of stakeholders • Contributes to dialogue regarding aims and objectives • Provides effective support to colleagues, responds well to guidance
<p>Qualifications & Skills</p> <ul style="list-style-type: none"> • No formal qualifications required