



# NEW COLLEGE LEICESTER



## LUNCHTIME SUPERVISOR

### JOB DESCRIPTION

**JOB TITLE:** Lunchtime Supervisor

**GRADE/SALARY:** Grade 2 – Scale 3-4

**HOURS:** 2 hours 55 minutes per week, 38 weeks per year

**RESPONSIBLE TO:** Assistant Principal

**JOB PURPOSE:** To manage students throughout the lunchtime period, ensuring they are safely occupied during the lunchtime break.

**Major Objectives:** These will include, as appropriate, those that reflect key corporate priorities, for example, Cultural Diversity, Social Justice, Environmental Quality and Economic Prosperity.

1. To follow instructions regarding lunchtime arrangements at School/College.
2. To promote acceptable standards of behaviour in compliance with laid down procedures.
3. To perform all tasks in a calm and orderly manner, and where required in compliance with the relevant procedures.
4. To liaise with relevant sections of School/College, providing information as necessary.
5. To respond to incidents as and when necessary, discussing serious incidents with Manager.
6. To ensure that Health & Safety requirements are adhered to.
7. To implement and promote the School/College's and Leicester City council's policies and procedures relating to all areas of service delivery.

**Summary of Job tasks:** The tasks listed are, generally, only those taking at least 10% of the postholder's time.

1. Manages and monitors students of the College during lunchtime break.
2. Maintains good order and discipline amongst students, safeguarding their health and safety.
3. Liaises with Manager regarding provision and safety of lunchtime activities and regarding specific children.
4. Reports to Manager regarding the behaviour of students.
5. Responds to needs of students.

<b>Job requirements:</b> essential (E) or desirable (D)		<b>E/D</b>
<b>A. Training and education</b>	<ul style="list-style-type: none"> <li>• A level of numeracy and literacy sufficient to carry out the duties of the post</li> </ul>	E
<b>B. Experience</b>	<ul style="list-style-type: none"> <li>• Experience of having worked with children of all ages</li> </ul>	E
<b>C. Equal opportunity</b>	<ul style="list-style-type: none"> <li>• Must be able to recognise discrimination in its many forms and willing to put the Equality Policies into practice</li> </ul>	E
<b>D. Other skills</b>	<ul style="list-style-type: none"> <li>• Able to work as a member of a team</li> <li>• Able to use own initiative</li> <li>• Able to prioritise own workload and to work to deadlines.</li> <li>• High level of interpersonal skills to communicate with students in difficult situations</li> <li>• Able to exercise confidentiality when necessary</li> </ul>	E E E E E
<b>E. Other conditions</b> Including any hazardous or environmentally adverse conditions	<ul style="list-style-type: none"> <li>• Willing and able to work outdoors in inclement weather conditions i.e. hot or cold</li> <li>• Will and able to attend training as necessary</li> <li>• Willing and able to deal with people from a variety of backgrounds</li> </ul> <p><b>Must satisfy relevant pre-employment checks.</b> This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Criminal Records Bureau (CRB) Disclosure check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time.</p>	E E E

Element	Level 1	Key Performance Indicators
<b>People Management</b>	No formal management or supervision	
<b>Creativity required</b>	Responsible for supervising and monitoring students during lunchtime periods Responds to incidents as and when necessary, discussing serious incidents with Manager	To exercise confidentiality Pleasant polite demeanour at all times
<b>Contacts</b>	Communicates with students, encouraging their positive social interaction and good behaviour Monitors and supervises students during lunchtime Reports to Manager regarding the behaviour of students	Good relationships with all students and staff Pleasant polite demeanour at all times
<b>Decision making</b>	Assists Manager in their daily tasks, where necessary Deals with minor medical emergencies as they arise, i.e. attending to cuts and bruises etc Responds to needs of students	Medical needs met No complaints
<b>Objectives</b>	Assists in ensuring the welfare and safety of students during lunchtime periods To keep areas secure and tidy	All objectives are met
<b>Interruptions and conflict situations &amp; frequency</b>	Responding to, and assisting to resolve problems and requests throughout the lunchtime period Fire alarms	
<b>Physical effort &amp; IT use required</b>	Short periods of standing, walking around. Provides basic assistance, when required, with student's mobility	
<b>Working conditions</b>	Mostly indoors Can be outdoors in the college environment	
<b>Risks encountered</b>	Potential risk to personal safety (including verbal abuse) when intervening and/or restraining students experiencing challenging and/or aggressive behaviour	
<b>Knowledge and Skill levels required</b>	First Aid qualification or willingness to attend training Experience of working within a team Knowledge of general Health and Safety guidelines	