



Lunchtime Supervisor

**1.5 hours a day, 12.00 – 1.30pm**

**7.5hrs per week. Term time Only**

Job description

Cherry Oak is a special day school for pupils aged 4 to 11 years who have special education needs and/or disabilities arising from cognition and learning difficulties including severe learning difficulties and speech, communication and language difficulties - our children and young people need varying levels of support at lunchtime.

You may be involved in the actual or assisting/feeding of some children and young people or supervising a group in a dinner hall.

Once your group has finished their meal then you will be required to supervise in the playground or in the classroom.

This involves directing play, engaging pupils in conversation/communication and ensuring that the children and young people play safely.

As our children and young people have very different needs you will need to get to know your group and understand their specific requirements.

Key Tasks

- Feeding or supervising the feeding of the children and young people aged 3-11 years. You can be required to work anywhere in the school, with any age range.
- Managing the children and young people as they move from the classrooms to the hall and then outside to play or back into the classrooms.
- In the playground or in the classroom, children and young people need to be supervised so that they remain safe, you will need to encourage them to play and interact where appropriate.
- You will be expected to manage behaviour of some children and young people where required.
- Some children and young people will require nappies or pads that will need to be changed and you may be required to assist. Others may need to be directed when going to the bathroom areas. You may be required to help with personal care for the children.
- You must possess the ability to remain calm in a crisis and deal with incidents in conjunction with the class staff on duty.
- You will need to be able to find ways of communicating with the children and young people whatever their situation.

Additional responsibilities:-

Support the development and effectiveness of team work within the school environment.

Work to create a safe and stimulating nurturing environment for the children and young people.

Develop and maintain working relationships with other professionals and staff where appropriate.

Attend training at the request of the school.

Any other duties deemed appropriate at the direction of the Headteacher or Executive Headteacher

**PERSON SPECIFICATION**

**Job Title:** Lunchtime Supervisor

**Job No:**

**Grade:** GR2

**Division:**

**Method of Assessment (M.O.A.)**

A.F. = Application Form; I = Interview; T = Test or Exercise; P = Presentation

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>M.O.A.</b>
<b>EXPERIENCE</b> (Relevant work and other experience)	Experience working with children and young people.	AF/I
	Experience working in a team	AF/I
<b>SKILLS AND ABILITIES</b> (Eg Written communication skills, dealing with the public)	Be committed to the ethos and values of the school	AF/I
	Be able to encourage children and young people to achieve these aims through keeping the school's behaviour code	AF/I
	Develop good appropriate relationships with children and young people and staff	AF/I
	Communicate positively and effectively to children and young people and listen to them	AF/I
	Actively contribute to a happy safe and supportive play environment	AF/I
<b>TRAINING</b>	Willing to undertake appropriate training	AF/I
<b>EDUCATION/QUALIFICATIONS</b> <b>NB Full regard must be paid to overseas qualifications</b>		
<b>OTHER</b>	Approachable, sympathetic, enthusiastic, patient, resourceful	AF/I
<b>CONTRA INDICATION</b>		

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY**

**Declaration**

I have received, reviewed and fully understand the job description for the Lunchtime Supervisor position at Cherry Oak School. I further understand that I am responsible for the satisfactory execution of the essential functions described there in under any and all conditions described.

Employee Name (Please print full name) \_\_\_\_\_

Employee Signature \_\_\_\_\_ Dated \_\_\_\_\_