

John Ferneley College

Post Title	Lunchtime Supervisor
Salary range/grade	Grade 4 : Salary Point 6-8
Responsible to	Lunchtime Manager
Performance management of	
Base	John Ferneley College

Job Purpose

To take responsibility for the health, safety & security of children during the lunch break.

Key responsibilities

- A. To supervise pupils in and around the college during the lunch period.
- B. Other duties.

Key Tasks

- A1. To work within a group of lunchtime supervisors to ensure that pupils are in a safe, healthy and caring environment during the lunch period.
- B1. To undertake training in accordance with job requirement and performance reviews.
- B2. To comply with the requirements of equal opportunities, data protection, copyright, health & safety and other relevant legislation and college policy.
- B3. Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the provision that any changes of a permanent nature shall be incorporated into the job description.

Key Indicators/Performance Objectives

- 1. To carry out individual responsibilities to the highest standard.
- 2. To supervise, support and assist pupils during the lunch period under the direction of Lunchtime Managers.

Expectations and Values/Mission Statement

John Ferneley College is committed to continuous learning and teachers and support staff are expected to engage routinely in continuing professional learning and development. In common with all who work in the college, the post holder will also be expected:

- 1. To act as an ambassador for the college and the Partnership by supporting the college's mission built on the primacy of learning, high expectations, good discipline and the provision of extra-curricular opportunities*.
 - 2. To be a significant presence and role model for students and staff and to meet fully the college dress code.
 - 3. To follow college policies, procedures and guidelines and those agreed by the Partnership.
- To contribute to college development through team planning and review meetings.

The above responsibilities are subject to the general duties and responsibilities contained in the Written Statement of Particulars.

* Participation in extra-curricular activities is voluntary.

This job description sets out the duties and responsibilities of the post at present. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

John Ferneley College is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.

Signature: _____ Employee Date: _____

Signature: _____ Employer Date: _____

Criteria for the role

Essential	Desirable	How demonstrated
<p>An empathy with and an understanding of children.</p> <p>Good communication skills.</p> <p>An ability to follow and understand instructions and relevant procedures.</p>	<p>Knowledge of Child Protection and Health & Safety regulations.</p> <p>First Aid qualification.</p>	<p>Present and previous jobs.</p> <p>At interview.</p> <p>CV.</p>