

**GRADE:** 2**DEPARTMENT:** Education Special Schools**HOURS:** 7.50 per week, term time only**LOCATION:** Sherbourne Fields School**Job Purpose:**

The role of Lunchtime Supervisor is central to the personal development, health and well being of pupils attending Sherbourne Fields School. The following tasks are fundamental to the post though appointees must be prepared to be flexible as determined by the special educational needs demonstrated by pupils on roll.

**Job Description:**

1. To manage the lunchtime period, alongside teaching and other support staff, to ensure pupils are safe and the period is productive.
2. To prepare the lunchtime trolley as required by the pupils needs to be served.
3. To serve lunch to pupils of a designated age group observing appropriate food handing precautions.
4. To work as part of a team in any area as directed.
5. To clear uneaten food, cutlery, plates and equipment from the classroom / clubroom and return to the kitchen.
6. To ensure the classroom is tidy in preparation for afternoon lessons, tables are wiped over, floors / carpets are swept or vacuumed.
7. To work collaboratively in a team to address the very specific needs of individual pupils. Where necessary this may include supporting students to eat their lunch.

8. To remain vigilant and immediately report any concerns that might be defined by the school's Child Protection Policy.
  9. Be willing to adopt strategies which seek to address the needs of pupils' e.g. basic sign language. (Training and guidance available on appointment)
  10. To treat all pupils and colleagues equally and observe the Ethos and Values of Sherbourne Fields School.
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<b>Postholder reports to:</b>	Catering Manager
<b>Support to:</b>	N/A
<b>Level of Supervision:</b>	Under the direction of the Catering Manager
<b>Responsible for:</b>	N/A
<b>Hours of work:</b>	7.5 hours per week, term time only

Sherbourne Fields School is an equal opportunities employer. It is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be subject to Enhanced DBS check, pre-employment checks and provide satisfactory references.

Attributes	Job Requirements	Office Use
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Appropriate behaviour at the dinner table and during informal recreational situations.</li> <li>• Hygiene issues relating to the serving of food.</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Communicating with pupils who have differing needs and abilities.</li> <li>• Encouraging pupils to participate in lunchtime activities.</li> <li>• Be approachable in dealing with staff and pupils.</li> <li>• Ability to show empathy to students with SEN.</li> </ul>	
<b>Abilities</b>	<ul style="list-style-type: none"> <li>• To show initiative.</li> <li>• To manage the requirements of the post efficiently and effectively.</li> <li>• To maintain a flexible and calm disposition in a demanding environment.</li> <li>• Accept instructions from line managers, follow set procedures and work to guidelines as required.</li> <li>• To work effectively as a team member.</li> </ul>	
<b>Personal:</b>	<ul style="list-style-type: none"> <li>• Persistent and resourceful.</li> <li>• Flexible and approachable.</li> <li>• Maintain a sense of humour</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Child care situations.</li> </ul>	

NB. Sherbourne Fields School admits secondary aged pupils with severe and complex special educational needs. Applicants must be empathetic to the needs of pupils on roll.

October 2021