



## Job Description

### Senior Lunchtime Supervisor

#### Purpose of the role

To lead and effectively deploy the team of supervisory assistants securing the safety, welfare and good conduct of pupils during the staggered lunch time break periods. The postholder will be expected to be first aid trained and will work closely with designated staff in ensuring incidents are dealt with safely and promptly in accordance with our policies and procedures.

#### Terms and Conditions:

- **Working Hours:** Part-time, 12.5 hours per week
- **Actual Salary:** £5,424 - £5,643 pro rata per annum
- **Full time equivalent salary:** £18,198 - £18,933 full time equivalent per annum (Grade 2)
- **Working weeks:** Term time only 39 weeks per year

#### Accountable to:

- Human Resources Manager

#### Accountable for:

- Supervisory Assistants (x2)

#### Roles and Responsibilities:

##### Line management duties:

- Ensure the effective deployment of the supervisory assistants, maintaining high standards and expectations of their work
- Reporting any isolated or regular patterns of incidents to management and designated duty staff where appropriate

##### First-Aid duties:

- Working closely with the designated school first aider to provide first aid care to students, school staff and visitors in compliance with policy and regulations.
- Undertake any training appropriate to this part of the post.

##### Lunchtime supervision:

- Supervising pupils in the dining hall, playground areas and throughout the school premises ensuring an acceptable level of order and discipline is maintained
- Assisting pupils in the collection of food trays and plates and in serving of meals and food where necessary
- Supervising and assisting pupils to return waste food, plates and cutlery to the appropriate points
- Undertaking ancillary duties including the wiping of tables, cleaning of spillages
- To patrol designated areas ensuring good behavior from pupils



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& Music College

Terry Road  
Coventry  
CV1 2BA  
024 7622 3542  
recruitment@bluecoatschool.com

- To follow fire evacuation and lockdown procedures and checking pupils are safe
- To report incidents of unacceptable behavior from pupils to the designated member of staff
- To undertake training as and when required

## Other school responsibilities

- To comply with school and trust policies and procedures
- Other duties, as instructed by management, that are within the spirit and the scope of the job purpose and its grading

The anticipated working hours are 10.05am – 13.05pm, Monday to Friday with a 30 minute break each day. This will be regularly reviewed in consultation with the postholder.

Please note that this is illustrative of the general nature and level of responsibility of the role. The postholder may be required to do other duties appropriate to the level of the role, as directed by management.



## Person Specification

<b>Training and Qualifications</b>	<b>Essential (E) Desirable (D)</b>
First Aid Trained (or willing to be trained)	E
Level 2 or above qualification in English and Mathematics	D
Level 2 or above qualification in a suitable subject such as: team leadership, working with children and/or health and social care	D
<b>Experience</b>	<b>E/D</b>
Experience working with children/young people and experience of promoting positive behaviour	E
Experience of communication with a range of individuals in a professional setting	E
Experience of providing first aid	D
Experience of working within a school or other environment with groups of young people in paid or voluntary capacity	D
Experience of working in an educational environment	D
Experience of line managing or supervising others	D
<b>Skills and Knowledge</b>	<b>E/D</b>
Ability to work in a challenging environment	E
Proven evidence of ability to work calmly and professionally under pressure	E
Excellent communication skills and the ability to relate to a wide range of people	E
Ability to establish and maintain strong relationship with staff, students of all abilities and other stakeholders	E



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Knowledge of behavior management strategies	D
<b>Personal Qualities</b>	<b>E/D</b>
Energy and enthusiasm for the post	E
Ability to form and maintain appropriate relationships and personal boundaries with students	E
Emotional resilience in working with challenging behaviour	E
Self-motivated and able to work on own initiative without supervision	E
Commitment to high standards	E
Willingness to learn	E
Commitment to team work	E
<b>Core Competencies</b>	<b>E/D</b>
Clear understanding and commitment to safeguard and protect children	E
Adopts an inclusive approach to followers and non-followers of the Christian faith and committed to equal opportunities and respecting diversity in all forms	E
Conscientiously adheres to school / trust policies and procedures and works ethically	E
Works in a way which abides to the school values of <b>Care, Hard Work, Respect, Integrity, Servanthood</b> and working <b>Together</b> .	E
Embraces the vision "Living life in all its fullness" and devotedly helps all students achieve this	E