EDUCATION SERVICES

LUNCHTIME SUPERVISOR

LSA LEVEL 1 POINT 1

JOB DESCRIPTION

AIMS AND PURPOSE OF THE JOB:

1. To contribute to the overall ethos, work and aims of the school.

2. To supervise pupils in the school grounds and on school premises and in classrooms when there is bad weather.

3. To encourage children to play and help with play activities if required.

4. To raise any concerns about individual pupils and report the concerns to a teacher or senior member of staff.

5. To record any incidents and accidents in line with the schools policy.

6. To deal with sick or injured pupils and accidents and emergencies such as fire drill.

7. To listen to pupils and work with them in a co-operative and respectful way.

8. To deal with incidents of miss-behaviour and report to a teacher, if necessary.

9. To ensure pupils do not leave the premises or go into areas that may be designated out of bounds.

10. To clean up spillages and make sure tables and floors are clean and safe.

11. To encourage children to eat healthy balanced lunches.

12. To help children at mealtimes. This may involve helping children to cut up their food, showing how to use cutlery and encouraging good table manners.

13. To assist in the set up and clearing of tables and benches.

TRAINING:

To attend relevant training and professional development including the Civil Service Induction Programme. As a States employee, you are required to familiarise yourself with the Articles of the European Convention on Human Rights that are incorporated in the Human Rights Bailiwick of Guernsey Law

HEALTH, SAFETY AND WELFARE:

1. To comply with the States of Guernsey's alcohol and smoking policies.

2. To comply with procedures on all matters concerning child protection, health, safety and welfare, confidentiality and data protection in accordance with the States of Guernsey's policies and procedures, and to report all concerns to an appropriate person.

3. To take responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.

4. To commit to uphold the States of Guernsey's environmental policies and aspirations for sustainable learning provision.

5. The post holder will be required to comply with the States of Guernsey's Health and Safety, Alcohol and Smoking Policies.

RESPONSIBLE TO:

The post holder will work under the direction of the Headteacher.

The above duties are not exhaustive but the job description is current at the date shown, and is a guide to the work the post holder will be required to undertake. This job description will be kept under review and may be subsequently amended or modified in discussion with the post holder to meet changing circumstances.

KEY CRITERIA:

ESSENTIAL

1. Demonstrate an interest in working and interacting with young people.

2. The ability to work effectively as part of a team, but also to use initiative within the guidelines set by teaching staff.

3. The ability be sensitive to the individual needs of the young people.

4. The ability to communicate and listen effectively in such a manner that will enhance positive relationships.

5. An understanding of the need for confidentiality and the ability to maintain that confidentiality.

6. An understanding of child protection and how to keep young people safe and secure.

7. Flexible in terms of the requirements of the post.

DESIRABLE

8. First Aid qualification or willingness to obtain one.

9. Experience of managing behaviour.