



Post title:	Lunchtime Supervisor (term time only)
School:	Avanti Fields School – Hamilton, Leicester
Salary:	FTE (pro rata as term time only)

The Role

To enhance the school's vision which aims to nurture each student on their own journey of self-discovery and is based upon the three key pillars of Educational Excellence, Character Development and Spiritual Insight.

Avanti schools are Hindu-designated faith schools. However, all staff members at Avanti Fields School will **not be required to present themselves** from any specific faith background and there will be no preference given in this regard. Applications are very welcome from practitioners of any faith and of none. The successful candidate will, however, be expected to be in sympathy with the unique ethos and vision of the School – following closely the expected behaviours laid out in the Ethos Handbook.

The key responsibilities laid out here are those, which will be assumed by the successful candidate upon appointment.

Job Purpose and Content

A Midday Supervisor is a key member of school staff who is responsible for student supervision during the midday break. The post holder will be line managed by the Business Manager

During the midday break the Midday Supervisor will be responsible for:

- The transition of students from the dining hall to the school playground (or other designated areas during wet lunch) and back to class at the end of lunchtime
- Supervising and supporting students whilst they eat
- Promoting and supervising positive and active play and student relationships
- Health, safety, security and basic first aid (after relevant training)
- Student discipline and behaviour management.

Responsibilities and Role

1. The movement of students from the dining hall(s)/eating areas according to the schedules or timetables of the school and their return to the classrooms from the playground on time.
2. The maintenance of good order and student discipline, which is consistent with the behaviour policy and the culture and ethos of the school. The postholder is expected to intervene where necessary and know when and how to refer relevant discipline and behaviour matters to more senior school staff
3. Dealing with minor accidents or injuries and administering routine first aid (after training) or referring the student to the designated first aider. Referring serious accidents or injuries to a senior member of staff
4. To report and bring to the attention of the relevant class teacher any serious incidents of student misbehaviour: to be aware of particular students and student relationships and to follow the strategies agreed with the pastoral leader or tutor for addressing these students needs



5. Supervising students in the dining hall(s)/eating areas which may include:
 - Organising the eating space and making sure the space is hygienic, clean and tidy before and after eating
 - Organising the students before, during and after their meal
 - Supporting students with particular needs
 - Supporting the food selection and nutrition policy of the school
 - Dealing with spillages including body fluids (in accordance with the procedures of the school)
 - Supporting student hygiene and social skills
6. Supervising students in areas of the school designated for play (including for wet break), which will include:
 - Monitoring safe activity, intervening as necessary
 - Monitoring security – monitoring entry and exit from the school premises and challenging and reporting strangers where relevant
 - Actively promoting and instigating positive behaviours
 - Being aware of and supporting the needs of particular children – encouraging socialisation and preventing bullying
7. Monitoring the toilet areas, addressing inappropriate behaviour, dealing with immediate issues and reporting to the schoolkeeper or other relevant person any damage or repairs required.
8. Carrying out routine administration associated with the main duties of the post, which may include, for example, completing meals registers.
9. Carrying out routine administration associated with the main duties of the post, which may include, for example, completing meals registers.
10. Dealing with complaints, enquiries and requests for information (that are within the remit of the postholder), and referring matters that cannot be resolved to the relevant person
11. To carry out the work of the job in a way that is consistent with the culture, ethos, equalities and inclusion policies of the school
12. To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment
13. To complete school based induction and any subsequent training required to improve performance and take part in the school performance management system (where relevant).

NOTES

1. The school expects all staff to be flexible. This means that a Midday Supervisor can be expected to carry out duties that are not specified in this job description but that are within the scope of responsibilities of the post
2. This job description will be reviewed after one year and any review will include discussion with the postholder.



Person Specification

	Essential	Desirable	Assessed by
Skills and Abilities			
Able to organise one's own work, to prioritise tasks and keep to deadlines	✓		Application & interview
Able to work independently and support the work of the team	✓		Application & interview
Able to be flexible and respond effectively to the 'unexpected'	✓		Application & interview
Able to communicate and interact effectively with adults and children and young people	✓		Application & interview
Able to apply instructions given by teachers or supervisors	✓		Interview
Able to maintain confidentiality of pupil information	✓		Interview
Able to demonstrate respect for pupils and be able to listen to their views	✓		Interview
Displays commitment to the protection and safeguarding of children and young people	✓		Application & interview
Good communication skills	✓		Application & interview
Knowledge			
A basic understanding of health, safety and security issues in schools		✓	Interview
Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	✓		Application & interview
Qualifications and Experience			
First Aid certificate (or willingness to complete the training)		✓	Application & interview
Experience, on a voluntary or paid basis, of working with children or young people		✓	Application & interview
Previous experience of working in a school, (on a paid or voluntary basis)		✓	Interview
Willingness and motivation to participate in any training or development required to improve skills/performance	✓		Application & interview