



I CAN

Job Description

Post: Lunch Supervisor

Reports to: Assistant Headteacher

Scope and Objectives

To support school staff during playbreaks and midday meals, reporting to the LSA Coordinator and the Assistant Headteacher. To be responsible for the play and supervision of pupils during the midday break. Duties will include ensuring the appropriate support of all pupils eating dinner, and in and around the school buildings and playground during the break periods.

To support school teams in their professional duties.

Specific Responsibilities

Play/lunch break duties

1. Supervise play and lunch duties during the break periods, in the dining room, around the school building and in the outside play areas.
2. Assist pupils in the dining room with eating their meal in a social environment.
3. Support occupational therapy and speech and language programmes in partnership with the class teams.
4. Work in a way which supports the school's behaviour management policies and equal opportunities policy.
5. Deal with incidents and refer them to the relevant staff, LSA Coordinator or senior manager.
6. Become familiar with Signed Speech as appropriate.
7. Undertake relevant training and development as required.
8. To take part in appraisal and supervision.

General Responsibilities

1. To refrain from acting in a manner which in any way endangers you, fellow employees, or the public.
2. To avoid any behaviour which discriminates against any member of the school community on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
3. To safeguard at all times confidentiality of information relating to children, staff, the School and I CAN's work.
4. To behave in a manner that ensures the security of I CAN property and resources.
5. I CAN is committed to safe guarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
6. Abide by all relevant I CAN Policies and Procedures.

This list of duties and responsibilities is not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

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Person Specification

Essential Criteria

- Ability to relate to young children individually and in groups
- Ability to communicate effectively with colleagues
- Basic numeracy
- Clear accurate verbal and written communication
- Working as a member of a team
- Flexibility and adaptability, using own initiative as appropriate.
- Ability to follow instructions
- Reliability
- Fitness to undertake duties of the post
- Commitment to safe guarding and promoting the welfare of young people

Desirable Criteria

- Experience of working with young/primary children in a school setting paid/unpaid
- Experience of working with children or young people with special needs