

JOB DESCRIPTION

Break/Lunchtime Supervisor

PhoenixPlace is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

This job description is subject to regular periodic review and may be changed, through consultation, in accordance with the development needs of PHOENIXPLACE and/or the post-holder.

Post:	Break/Lunchtime Supervisor (BLTS)
Salary:	Independent Salary Scale: Pay dependent upon qualifications and experience
Reporting to:	School Business Manager: (School Leadership)
Liaison with:	All Stakeholders
Contract type/hours:	Part time: up to 18hrs pw (tbc)

School Context

We are a specialist school that supports young girls with various needs eg SEN, mental health. Candidates understand that the role can be challenging on a day to day basis, dealing with complex emotional and behavioural needs of our students. It is essential that candidates applying for this role have some experience of applying de-escalation strategies and where needed positive handling/restraint techniques. However, the school will provide ongoing training.

Safeguarding: PhoenixPlace is committed to safeguarding and protecting the children and young people that we work with. We have a strong safeguarding culture and expect applicants to continually develop their practice in this area. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. Professional references will be sought prior to commencement of this post.

Main Purpose

- The BLTS will be part of a team that is responsible for supervising pupils and the school's premises during the break and lunchtimes to ensure that these periods run effectively and that the safety and welfare of pupils is maintained.
- The BLTS will be responsible for sourcing and collecting of food orders; the serving of breaktime snacks and lunches on assigned days
- The BLTS will be responsible to keep an orderly kitchen and food serving area

Duties and Responsibilities:

Supervision

- Supervise pupils in in the dining/assigned areas, small garden and classrooms (eg for wet play)
- Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the relevant staff
- Managing the children's behaviour, including orderly queuing where necessary

Organisation

- Set up and put away the tables, chairs and other equipment needed for eating in the lunch area
- To collect lunchtime orders from students and purchase from local shops ready for Lunchtime (Mondays-Fridays only)
- To assist in the serving of breaktime snacks and lunchtime meals
- Ensuring classrooms and the dining hall are cleared up after use.
- To ensure kitchen and servery area is left clean and tidy at the end of each day

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Health and safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider
- Record details of incidents in line with the school's reporting procedures
- Be aware of and support pupils with medical/dietary needs
- Promote the school's policy around healthy eating to pupils
- Feedback concerns relating to pupils' health and safety to a senior member of staff

Behaviour

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Make sure children tidy up after themselves in the break/lunch areas and when using play resources/equipment
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour

Play

- Organise play activities to encourage pupils to play and make use of play equipment
- Offer educational instruction where needed to help pupils to share play equipment
- Help to resolve issues between pupils during play activities

Safeguarding

- When available, ensure pupils remain on the school premises during break/lunchtimes
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals
- Feedback any safeguarding concerns to a senior member of staff and record using school SG recording platform (CPOMS)

Other areas of responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role

Professional development

- Take part in the school's appraisal procedures

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher

Safeguarding

The post holder will be committed to the safeguarding and promotion of the welfare of children and young people.

Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person/s.

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Confidentiality

You should work within the rules of the Data Protection Act 2018 and adherence to GDPR when handling personal information.

Private and personal information about all students and any person working for the school, in whatever capacity, should remain confidential and available only to those with a clear 'need to know'. You must not discuss school business, students or colleagues in public places or with others outside work.

The post holder must read and sign that they have read and understand the schools following documentation

- Confidentiality Policy
- Staff Code of Conduct
- Safeguarding Policy
- Keeping Children Safe in Education
- Management of Behaviour Policy

(changes to any of these policies including any updated addendums, will be communicated to staff as they arise. Staff must read confirm their understanding of these updates as directed by the Head)

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Person Specification

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Criteria

No formal qualifications or previous experience is required but the ability to establish positive expectations of pupil behaviour, good relationships with staff and pupils, and a sensitivity to pupils' personal needs is important.

Necessary training in food handling may be required.

Skills and knowledge

- Ability to form and maintain appropriate professional relationships and boundaries with children and young people.
- Good interpersonal skills both in working relationships with young people and in forming effective professional relationships in varying contexts.
- Strong behaviour management skills

Personal Qualities

- Empathy and understanding of students needs
- Commitment to inclusive practice.
- Flexible, adaptable and self motivated
- A genuine concern for the happiness and welfare of both students and staff
- Resilience
- Able to develop effective relationships with staff, students and parents/carers.
- Able to exercise discretion and judgement.
- Commitment to maintaining confidentiality at all times
- Ability to use your own initiative and work flexibly.