

**Job Title**

Lunchtime Supervisor

**Reporting to:**

Office Lead

**Location:**

Nishkam Primary School Birmingham, 3-11 Soho Road, Handsworth, Birmingham, B21 9SN

Nishkam Primary School Birmingham is a Sikh ethos, multi-faith school that nurtures pupils of all faiths and beliefs. The Nishkam ethos is to create a selfless mind-set, to go beyond ourselves to serve others, create supportive communities and to realise our true potential.

We have an opportunity to appoint somebody to a role that is vital in ensuring the security, safety and well-being, and care of the pupils of the school and to promote their social, emotional and physical development.

## Duties & Responsibilities

### Main Activities

- To supervise pupils, during the lunch period, in the dining hall, playground areas and school premises, ensuring safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.
- To report to the Lunchtime Supervisor Lead at the beginning of lunch time period and receive any instructions with regard to duties.
- To arrange and supervise play and physical activities under the direction of the lead supervisor.
- To encourage active play through games and activities, targeting children who are least active.
- To develop strengths and interests by promoting diversity in activities and choices available to children.
- To develop children's team skills, resilience and confidence through competitive sport and games.
- Before pupils enter the dining hall, to ensure that pupils have visited the toilet and washed their hands
- Where appropriate, to collect pupils from classroom ensuring that they are adequately dressed for the weather conditions.
- To supervise and control entrance and exit by pupils during the lunch break to school premises and ensure calm and orderly conduct in accordance with the schools' high expectations.
- To promote and ensure good behaviour and calm atmosphere, dealing with any misbehaviour that may occur in accordance with the school's behaviour policy, addressing issues calmly and politely and in doing so being a role model to the children, report, as appropriate, incidents to the Lunchtime Lead Supervisor.

### Further Expectations

- Comply and assist with the health and safety policies and procedures and report all concerns to an appropriate person
- Be aware of and support differences and ensure equal opportunities for all
- Contribute to the development and implementation of the overall ethos/work/aims of the school
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Contribute to the safeguarding and promotion of the welfare and personal care of the children and young people with regard to the Keeping Children Safe in Education agenda and Area Child Protection Procedures and ensuring that confidentiality is adhered to at all times

	<ul style="list-style-type: none"><li>- Contribute to the overall aims and ethos of the school</li><li>- The postholder must comply with the Equal Opportunities Policy and health and Safety Policy</li><li>- To undertake such other duties which may reasonably be regarded as within the nature of the duties/responsibilities/grade of the post</li></ul>
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## Person Specification

<b>Experience / Knowledge:</b>	Basic childcare and health & safety knowledge.	<b>Essential</b>
	Basic literacy and numeracy skills.	<b>Essential</b>
	Experience working with children in a school setting.	<b>Preferred</b>
	Experience of working as a lunchtime supervisor.	<b>Preferred</b>
<b>Key Skills:</b>	Ability to communicate and interact effectively with children and colleagues	<b>Essential</b>
	Ability to maintain a positive, safe and healthy school environment	<b>Essential</b>
	Ability to work in a team and use own initiative	<b>Essential</b>
	Ability to understand and comply with school policies including Child Protection and Health & Safety Procedures.	<b>Essential</b>
	The ability to form constructive working relationships with colleagues and communicate with a range of audiences, including other employees, governors, parents and pupils.	<b>Essential</b>
<b>Personal Attributes:</b>	Possess attributes such as reliability, integrity, enthusiasm, energy, perseverance, adaptability.	<b>Essential</b>
	Effective communication and listening skills	<b>Essential</b>
	To be self-motivated, able to work using own initiative and work as a team.	<b>Essential</b>
<b>Qualification and Training:</b>	Basic numerical and literacy skills.	<b>Essential</b>
	Willing to undergo any appropriate training including First Aid Training	<b>Essential</b>
<b>Other Special Conditions of Service:</b>	There is a requirement to undertake an enhanced Disclosure and Barring Service check.	<b>Essential</b>