



**CALTHORPE  
ACADEMY**  
Skills for the life we want

## **Job Description: Lunchtime Supervisor**

**Hours:** 1.5 hours a day, 11.45am to 1.15pm. 7.5 hours per week, term time only

**Salary:** Grade 2.3, points 3-8

### **Introduction**

Calthorpe School is a special needs school and our pupils need varying levels of support at lunchtime. You may be involved in the actual feeding of some children or supervising in a dinner hall.

Once your group has finished their meal then you will be required to supervise in the playground. This involves directing play, engaging pupils in conversation, and ensuring that the children play safely.

As our pupils have very different needs you will need to get to know your group and understand their specific requirements.

### **Key Tasks**

- Feeding or supervising the feeding of the children 3-19 years of age you can be required to work anywhere in the school
- Managing the pupils as they move from class to the hall and then outside to play. Due to the challenging behaviour of some pupils you may need to physically support them, retrieve them if they run and ensure they are safe
- In the playground pupils need to be supervised so that they remain safe, encourage them to play and interact where appropriate
- Manage behaviour of pupils where required
- Some pupils will require nappies or pads to be changed and others may need to be directed when going to the toilet areas
- In the Profound Multiple Learning Difficulties classes you will have more of a role with assisted feeding, you may be required to help change the pupils using the hoists and therefore need to be able to cope with the physical lifting and handling of pupils
- The ability to remain calm in a crisis and deal with incidents in conjunction with the class staff on duty
- You will need to be able to find ways of communicating with the children whatever their situation

### **Additional responsibilities:**

- Support the development and effectiveness of team work within the school environment.
- Work to create a safe and stimulating nurturing environment for the children.
- Develop and maintain working relationships with other professionals and staff where appropriate.
- Attend training at the request of the school.
- Any other duties deemed appropriate at the direction of the Head Teacher

In order to apply for the post you will need to have a good level of spoken and written English skills as the role requires effective communication with staff and pupils and you be expected to read and in some circumstances complete paperwork related to the role.

**Within the grade and job description of each level the exact focus of the role will be decided at school level and will take into account the needs of the school as well as the experience and development needs of the member of staff**

Signed .....

Date .....