

THE HIVE COLLEGE: LUNCHTIME SUPERVISOR – JOB DESCRIPTION

1.0 JOB PURPOSE

- 1.1 Lunchtime Supervisors are employed on a part time basis to supervise students during the college's lunchtime break. This supervision includes the washing of hands, toilet management, entry of students into the dining room, general help during the serving of meals, assisting students at the table, feeding individual students, general training in table manners and close supervision and involvement in leisure activities in the classroom or outside. Flexibility is an essential part of the job.

2.0 DUTIES AND RESPONSIBILITIES

Support for Students

- 2.1 Ensuring that students wash their hands and attend to necessary toilet management requirements before and after lunch.
- 2.2 Helping students with the proper use of cutlery and the cutting up of food, where necessary.
- 2.3 Working in partnership with other members of staff to implement feeding programmes.
- 2.4 Assisting students with scraping plates and cleaning tables when lunch is completed.
- 2.5 Clearing up spillages, as they occur, in the common room.
- 2.6 Referring any accidents or ill students to the college nurses.
- 2.7 Reporting any concerns to the relevant teacher or member of staff with responsibility for co-ordination of lunchtime supervisors.
- 2.8 Being in charge of a group of students in the common room, outside or in classrooms, according to the weather.
- 2.9 Take a full and active part in the life of the college.
- 2.10 Undertake other duties as may be commensurate with the grade and nature of the post.
- 2.11 Undertaking relevant in-service training in response to the needs of the students to which they are assigned. This could include knowledge of medical conditions, lifting and handling, communication issues and appropriate activities in relation to students age and ability.

3.0 SUPERVISION RECEIVED

- 3.1 **Supervising Officer's Job Title:** Assistant Principal
- 3.2 **Level of Supervision**
- Left to work within established guidelines subject to scrutiny by supervisor.

OBSERVANCE OF THE COLLEGE'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

PERSON SPECIFICATION

Method of Assessment (MOA)

AF = Application Form

I = Interview

T = Test or Exercise

P = Presentation

CRITERIA	ESSENTIAL	M.O.A.
EXPERIENCE (Relevant work and other experience)	<ol style="list-style-type: none"> Experience working with young adults with SEND Experience working within a team Some experience of supporting young people with SEN 	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public)	<ol style="list-style-type: none"> To make effective contributions to the team as appropriate The experience of and the ability to deal positively with young adults with SEND Show initiative and work independently Be committed to the ethos and values of the school Be able to encourage children to achieve these aims through keeping the school's behaviour code Develop good appropriate relationships with children and staff Communicate positively and effectively to children and listen to them Actively contribute to a happy safe and supportive play environment Able to work within a team Ability to work within and apply all college policies e.g. Adult Safeguarding 	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
TRAINING		
EDUCATION/QUALIFICATIONS NB Full regard must be paid to overseas qualifications	<ol style="list-style-type: none"> Good literacy skills Good numeracy skills First aid qualification desirable 	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
OTHER	<ol style="list-style-type: none"> A flexible and positive attitude Competent and organised Patient Enjoy working with young adults 	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
CONTRA INDICATION		

ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE ACADEMY'S EQUAL OPPORTUNITIES POLICY