



CHESTNUT GROVE ACADEMY - JOB DESCRIPTION

Lunchtime Supervisors

Grade:	Scale 1c point 2
Contract:	Permanent, term time only (38 weeks a year) Mondays 12.35pm-1.50pm, Tuesdays-Fridays 12.10pm-1.25pm
Conditions:	Support Staff National Pay & Conditions
Reports To:	As a member of support staff, the post is professionally responsible to the Headteacher but will work closely with and take direction from any member of the Senior Leadership team.
Location:	The post will work across the school, internally and externally.

CONTEXT:

Chestnut Grove Academy is a high performing convert academy that prides itself on enabling students of all abilities and backgrounds to reach their potential. Academic success is a key strength of the academy with strong performance at both GCSE and A Level. The student capacity is approximately 1300 students.

Our learning environment has been transformed with state of the art facilities for both staff and students.

Chestnut Grove Academy is part of the Wandle Learning Trust. A Multi-Academy Trust which builds on the success of the Wandle Learning Partnership, of which we are the lead strategic partner with Chesterton Primary School.

Main duties and responsibilities

- Supervision and control of pupils during the lunch break, in the dining areas, and the school premises both internal and external, including the toilets.
- To help ensure the canteen is kept clean and safe for students during their breaks, with general wiping down of tables/sweeping floor, dealing with any spillages etc.
- To assist and guide pupils as directed by senior staff in the dining areas and elsewhere.
- Dealing with incidents of challenging behaviour, referring matters to a member of teaching staff, RSL or SLT (dependant on issue) and taking appropriate action where necessary, with the assistance of senior staff.

- To support the Academy's policies, for example, healthy eating, uniform, behaviour, safeguarding etc.
- To ensure that line managers or senior management are made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.
- To be fully aware and understand the duties and responsibilities pertaining to the Keeping children safe in education document 2023 in relation to child protection and safeguarding children and young people.
- To comply with school's health and safety policy at all times and to take responsibility for own and others Health and Safety; ensuring issues are raised or reported as required to senior management or Health and Safety representatives.
- Be aware of and support difference and ensure equal opportunities for all.

Qualifications and experience

- Experience of working in a school and/or with young adults (*desirable*)
- Knowledge of behaviour and basic conflict resolution techniques (*desirable*)

Personal Attributes

- The ability to work in a team, effectively dealing with a range of styles and personalities
- A proactive approach to dealing with issues
- Confidence and assertiveness in dealing with students at all levels
- Willingness and ability to work flexibly
- The ability to empathise with young people
- Resilience under pressure.
- An excellent record of attendance and punctuality.

Although some specific responsibilities may be fixed as part of an individual's job description, there will be a regular audit of tasks and responsibilities within this job description to ensure they meet the needs of the school in the future. Some tasks or aspects of responsibility may change over time in response to internal and external changes or to maximise professional development through multi-skilling opportunities and the need to ensure a collaborative approach in all aspects of work.

Any significant changes to this job description will be discussed with the individual.