



## Person Specification

### Senior Lunchtime Supervisor

<b>Job Title:</b>	Senior Lunchtime Supervisor
<b>Responsible to:</b>	School Business Manager – Line manager
<b>Contracted Hours/Week:</b>	10 hours per week 12.00pm – 2.00pm Monday to Friday
<b>Contracted Weeks/Year:</b>	38 (term time only)

<b>Main Job purpose:</b>	<p>To lead and represent the lunchtime supervision team to ensure the team supervises and directs students during the lunchtime break</p> <p>To provide lunch time cover in the Academic Reintegration Centre (ARC) supervising students between 12.00pm and 1.00pm</p> <p>To ensure students well-being, safety and that orderly behaviour is maintained, during the lunch period from 1.15pm until 1.50pm</p> <p>To ensure that the areas used by students during the lunch period are left clean and tidy ready for the afternoon teaching session.</p>
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Category	Criteria	Essential or Desirable	Method of Assessment
<b>Education, Qualifications &amp; Experience</b>	• Education to GCSE level, grade C or above in English and Maths or equivalent	<b>Essential</b>	Documentary evidence Application Form
	• Experience of working or volunteering with young people	<b>Desirable</b>	
<b>Skills, Knowledge and Understanding</b>	• The ability to cope well under pressure	<b>Essential</b>	Application Form References Interview
	• The confidence and ability to work individually when dealing with students	<b>Essential</b>	
	• Ability to support colleagues when dealing with students	<b>Essential</b>	
	• Good interpersonal skills including the ability to liaise well with a range of people	<b>Essential</b>	
	• Assertive, confident, well organised and with an ability to work under their own initiative	<b>Essential</b>	
	• A firm and calm approach when dealing with young people	<b>Essential</b>	
	• The ability to give and receive instructions	<b>Essential</b>	
	• The ability to work as part of a team	<b>Essential</b>	

Category	Criteria	Essential or Desirable	Method of Assessment
<b>Personal and Professional Qualities</b>	<ul style="list-style-type: none"> <li>Friendly and approachable</li> </ul>	<b>Essential</b>	Application Form References Interview
	<ul style="list-style-type: none"> <li>High level of inter-personal skills enabling effective team leadership</li> </ul>	<b>Essential</b>	
	<ul style="list-style-type: none"> <li>Confident and diplomatic with an ability to work well with people in a student orientated role</li> </ul>	<b>Essential</b>	
	<ul style="list-style-type: none"> <li>A willingness to learn new skills</li> </ul>	<b>Essential</b>	
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>Clear understanding of Safeguarding requirements and how to promote the welfare of children (training will be provided)</li> </ul>	<b>Desirable</b>	Reference Interview
	<ul style="list-style-type: none"> <li>Ability to maintain appropriate relationships and personal boundaries with students</li> </ul>	<b>Essential</b>	
<b>Other</b>	<ul style="list-style-type: none"> <li>Eligibility to work in the UK</li> </ul>	<b>Essential</b>	Application Form Interview
	<ul style="list-style-type: none"> <li>Appointment subject to enhanced DBS and validated references</li> </ul>	<b>Essential</b>	