

TEA CLUB LEADER & CO-ORDINATOR OF LUNCHTIME SUPERVISORS

Job description and person specification

JOB PURPOSE:	To be responsible for overseeing the lunchtime provision and the deployment of lunch supervisors as efficiently as possible, so that all pupils are safe, cared for and have an enjoyable and sociable lunchtime.
	To be responsible for the day to day running of the wraparound provision for pre-prep pupils providing an exciting, fun and stimulating play programme ensuring that the pupils are safe, cared for and actively engaged.
REPORTING TO:	Director of Co Curriculum

Main Responsibilities

Lunch Supervision & Co-ordination

- Be responsible for the safety, welfare and conduct of pupils during the lunch period
- Effectively deploy the lunchtime supervisors and reorganise as necessary to maintain supervision ratios, identifying when cover is needed
- Direct and supervise lunchtime supervisors in their duties
- Support with the training and induction of new members of staff
- Liaise with class teachers as necessary
- Identify training needs
- Lead regular team meetings to pass on important information to the lunchtime team
- Supervise pupils at mealtimes - encouraging children to eat healthily, helping infants to open packaging or cut up food, and providing some social and educational training, such as good table manners
- Cleaning up spillages and helping to clean tables and clear the dining area
- Overseeing children in the playground or during wet play, and suggesting activities and monitoring their safety and suitability
- Supervising children using toilet facilities including ensuring good standards of hygiene
- Caring for the personal cleanliness of children
- Ensuring the children conduct themselves appropriately
- Making sure children who are ill or injured receive appropriate medical attention, and reporting any serious accidents

Tea Club Leader

- Plan, prepare and deliver suitable programmes of activities designed to meet the intellectual, creative, emotional and social needs of the children attending
- Oversee the work of others to ensure the quality of the provision

- To be aware of and work in accordance with the Schools' Child Protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedure which may be noted during the course of duty
- To administer minor first aid as trained and assist with sick children where necessary. To comply with the Schools' first aid policy and procedures ensuring all accidents are recorded appropriately in the accident book and that the parents are informed
- To develop, maintain and manage good working relationships with school staff, parents and children
- To work as part of a team delivering high quality childcare provision
- To maintain appropriate records as directed by the school e.g. attendance, complaints, activities
- To ensure the care of the children is paramount and maintained to the agreed standards according to the Schools' values and ethos.
- To ensure high level of confidentiality is maintained.
- Ensure that resources are maintained to a high standard

General Responsibilities

- Support and contribute to the School's responsibility for safeguarding pupils
- Respect and follow school policies and procedures
- Uphold the Catholic ethos of the school e.g. participating in the lunchtime prayers and modelling the schools values
- Work within the School's Health and Safety Policy to ensure a safe working environment for staff, pupils and visitors
- Maintain a personal responsibility for own health and safety
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues
- Undertake other relevant duties associated with the job purpose allocated at the discretion of the Headteacher, Deputy Headteacher, Bursar or other designated manager
- Participate in arrangements for further training and professional development by attending INSET and CPD courses
- Participate positively in performance management and monitoring procedures

This list provides a general summary but it is expected that the post holder will undertake any other duties commensurate with the level of responsibility of the post, as directed by the head teacher. This job description should be seen as enabling rather than restrictive and is subject to annual review.

Job Holder Signature _____ Date _____

Person Specification

Qualifications

A full and relevant EYFS level 3 qualification (approved by DfE)	Essential
GCSE pass (or equivalent) English Language	Essential
Full Paediatric First Aid qualification	Desirable

Experience

Minimum of 2 years experience of working with children in a school or nursery setting	Essential
A commitment to the provision of high quality childcare with an interest in the care, learning and development of young children	Essential

Skills/ Knowledge

Excellent communication skills with adults and children, verbally and in writing	Essential
Highly organised and competent using IT and Microsoft packages including Excel and Outlook	Desirable
Displays an awareness and understanding and commitment to the protection and safeguarding of children	Essential
Able to work effectively as part of a team	Essential
Ability to comply with policies and procedures relating to child protection, health and safety and security, confidentiality, data protection and equal opportunities	Essential
Willing to undertake further training including Paediatric First Aid if not already held	Essential

Personal Attributes

Sympathetic to the Christian ethos of the school	Essential
Have a warm, friendly, and cheerful disposition	Essential
Creative, energetic, enthusiastic and positive	Essential
Resilient and able to work calmly and professionally under pressure	Essential
Well-groomed, with dress standards and appearance appropriate to the role	Essential
Flexible	Essential
Reliable and punctual	Essential