

## Job Description

**Job Title:** Lunchtime Supervisor

**Reports to:** Head of SEND and In Centre Provision

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### Role overview

The role will include supporting covering student lunch clubs on specified days to allow other In Centre staff members to take their required breaks as well as covering our open plan student room where some students choose to take their break. The role provides support and assistance to individual students or small groups during their lunch break to help them interact and integrate in a calm and welcoming environment. As Lunchtime Supervisor you will also be responsible for some of the hygiene aspects of the space to ensure our students with allergies/sensitivities feel comfortable in this environment.

### Specific responsibilities

- Communicate in an appropriate manner with students using the lunch space and engage in conversation, if the student chooses to engage, to aid in the students communication skills;
- Attend and participate in In Centre Provision team meetings as appropriate;
- Liaise closely with the rest of the In Centre team and feedback any appropriate information regarding students within the lunch space;
- Communicate and collaborate with colleagues across the In Centre Team and whole organisation to ensure students receive high-quality support and input to facilitate individual progression;
- Support students by providing them with a safe and welcoming space for their breaks.

### As a Red Balloon Employee

- Communicate and collaborate with colleagues across the organisation to ensure students receive high-quality support and input to facilitate individual progression
- Be committed to safeguarding and promoting the welfare of young people and commit to its policies and philosophy
- Ensure all work performed/ duties undertaken must be carried out in accordance with Red Balloon philosophy, and government legislation
- Be flexible in role duties, and carry out any other duties commensurate with the position that falls within the general scope of the job, as requested by RBAir.

**Person Specification**

<b>Qualifications and Experience</b>	
<ul style="list-style-type: none"> <li>● Experience of working with young people aged 11-18 years old</li> </ul>	Essential
<ul style="list-style-type: none"> <li>● Own transport and clean driving licence</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>● An understanding of adolescent development, dealing with trauma, bullying and its effects</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>● Experience working with young people and their families who may have; additional needs; experience of trauma; mental health challenges</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>● Knowledge of food safety and sanitation procedures</li> </ul>	Desirable

**Attributes and personal qualities**

- Exceptional communication skills
- Approachable, with a positive attitude
- Ability to maintain personal and professional boundaries
- Suitable to work with young people, to include an enhanced DBS check
- Excellent attention to detail such as body language, emotional cues
- Good time management and organisation
- Flexible and adaptable
- Self-starter and team player
- An excellent listener
- Empathetic, patient and compassionate
- Open-minded and non-judgemental

**Red Balloon of the Air staff commitment**

- Safeguard and promote the welfare of students
- Abide by the philosophy and practice of Red Balloon
- Foster good working relationships with colleagues across Red Balloon of the Air and the wider Red Balloon organisation
- Attend staff meetings and in-service training when required (INSET)
- Provide feedback to colleagues, as required

**Role performance indicators**

- Positive, collaborative and responsive working relationships with colleagues, parents, commissioners and other stakeholders both within and outside RBAir
- 360 feedback from managers and colleagues;