

Job Description

OC1335XV VA1394 GR2 JDPS Lunchtime Team Manager

Job Details	
Grade	GR2
Job Evaluation Number	
Number of Posts	
Directorate	Schools and Academies
Division	Lunchtime Supervision
Department	
Service Area	
Reporting to	Business Manager

Strategic statement about Birmingham City Council

1.0 Portfolio Responsibilities

1.1 To plan and coordinate lunchtime routines and activities ensuring the safety and well-being of children at lunchtime and to provide management and supervision to a team of lunchtime supervisors and playworkers.

2.0 Key Responsibilities (WHAT DO WE EXPECT THIS ROLE TO ACHIEVE)

2.1 To ensure effective supervision of pupils on the premises during the lunchtime break including the management of behaviour in accordance with the behaviour policy of the school.

2.2 To plan and organise lunchtime routines and activities in consultation with teaching staff, deciding when and how duties are carried out.

2.3 To respond independently to unanticipated problems and situations within the policies of the school.

2.4 To be responsible for the purchase and maintenance of play equipment.

2.5 To compose, type and print rota's, correspondence and notices and operate a wide range of office equipment including computers, facsimiles, scanners, photocopiers and laminators.
2.6 To be responsible for the continuing professional development of Lunchtime Supervisors and Playworkers.
2.7 To carry out the performance management of lunchtime supervisors and playworkers.
2.8 To be responsible for the checking and signing of Lunchtime Supervisor's and Playworker's timesheets.
2.9 To be responsible for first stage discipline of Lunchtime Supervisors and Playworkers.
2.10 To arrange the employment of replacement Lunchtime Supervisors (including advertising and interviewing) in accordance with the equal opportunity policy of the school and Birmingham City Council.
2.11 To arrange CRB and pre-employment checks for all new Lunchtime Supervisors and Playworkers.
2.12 To ensure the Health and Safety of pupils and staff at lunchtime.
2.13 To liaise with parents regarding the collection of sick children, absence of lunches etc.
2.14 Such other duties as may be commensurate with the grade and nature of the post.

3.0 Management Responsibilities (excludes those who are INDIRECTLY supervised i.e., through others)

Post Title	Grade	Number of Posts
Lunchtime Supervisors and Play Workers	N/A	

Special Conditions

Is Safeguarding Check needed?	DBS Standard
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Person Specification

Essential Criteria

Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation

		Sound written and oral communications skills.
Qualifications		NVQ 3 ILM First line in Management or equivalent
Experience		Related work with children
Skills		Basic numeracy skills.
Skills		Ability to cope with minor accidents,
Competency		Ability to use initiative in a variety of challenging situation.
Training		Willingness to undertake relevant training.

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace. People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in. Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together in order to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with the has an overarching responsibility for safeguarding and promoting the welfare of all

children/young people and adults in its area. All BCC employees are expected to:

- Work in a way that prevents and protects service users from abuse;
- To be aware of the signs of abuse or neglect;
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.

Record and report any concerns or incidents.

At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves. We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.