

## MATRIX ACADEMY TRUST

### Primary Lunchtime Supervisor

Arrangement	7.5 Hours a week 38 weeks a year Working Hours: 11.45am to 1.15pm
Salary	Scale Group 2 Spine Point 5 (5-8)
Main Purpose:	To support and supervise pupils during the lunchtime period.
Main Activities:	<ul style="list-style-type: none"> <li>• Supervising pupils over the lunchtime period</li> <li>• Taking a lead in organising and delivering games and activities</li> <li>• Supervising the playground areas regularly</li> <li>• Assist children in the canteen to choose and eat a healthy lunch, encouraging the use of good manners and social skills and ensuring a clean and safe environment.</li> <li>• Escorting to and from dining halls/in and outside the playground</li> <li>• Act as a role model for children by treating them with respect and acting fairly but assertively in implementing the School's Rules and Behaviour Policy</li> <li>• Dealing with any bullying/fighting/unruly behaviour that may occur by intervention or calling for assistance, reporting incidents to the Leadership Team/Lead Lunchtime Supervisor(s) according to severity of incident (in line with School policies)</li> <li>• Encouraging pupils to eat especially those with special needs or disabilities</li> <li>• Encouraging social skills and good table manners, ensuring safety with cutlery</li> <li>• Cleaning and tidying the school hall</li> <li>• Dealing with any hazards e.g. wet floors (or report hazards where needed)</li> <li>• Administer simple First Aid (for grazed knees etc) and deal with pupils who are sick or distressed – ensuring pupils are to the medical room if appropriate</li> <li>• Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc.</li> <li>• To take appropriate action, in line with school policies, in the event of safeguarding or behavioural issues</li> </ul>
Additional Duties:	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community and to support its distinctive mission and ethos.</li> <li>• Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.</li> <li>• Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• Be aware of, support and ensure equal opportunities for all.</li> <li>• Contribute to the overall ethos/work/aims of the school and supports its distinction mission</li> <li>• Appreciate and support the role of other professionals.</li> <li>• Participate in training and performance development as required</li> <li>• Any other duty as deemed appropriate to the post by the Headteacher.</li> </ul>

This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name:..... Date: .....

Postholder Signature:..... Date: .....

**MATRIX ACADEMY TRUST**  
**Person Specification – Lunchtime Supervisor**

<b>Factors</b>	<b>Essential or desirable</b>	<b>Measured by</b> A - application S - selection method I - interview
<b>Qualifications</b>		
First aid qualification (or willing to undertake training)	E	A
<b>Experience and Knowledge</b>		
Working with or caring for children of relevant age	E	A/I
Understanding of how to manage children's behaviour effectively	E	A/I/S
Experience of supervising pupils in a school environment	D	A/I
Understanding of the welfare and social needs of pupils	D	A/I/S
<b>Practical Skills, Personal Qualities and Behavioural Attributes</b>		
Good time-management and organisational skills	E	A/I/S
Ability to supervise pupils	E	A/I/S
Work constructively as part of a team, understanding roles and responsibilities and your own position within these	E	A/I/S
Excellent communication skills, with both children and adults	E	A/I/S
Self-motivated and enthusiastic	E	A/I/S
An open, honest and active listener	E	A/I/S
An ability to remain calm when under pressure	E	A/I/S
A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service	E	A/I/S
Flexible approach to work and prepared to undertake other routine tasks	E	A/I/S
Committed to the needs of the pupils, parents and other stakeholders	E	A/I/S

*Matrix Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts within Matrix Academy Trust are subject to pre-employment and vetting checks as required by Keeping Children Safe in Education, including satisfactory references and enhanced criminal record checks with the Disclosure and Barring Service (DBS).*