



**HALL GREEN SCHOOL
JOB DESCRIPTION
POST: SENIOR LUNCHTIME SUPERVISOR**

Post Title	Senior Lunchtime Supervisor
Purpose	To lead a team of Lunchtime Supervisors in securing the safety and welfare of pupils during the midday break as required.
Reporting to	Senior Leader
Core tasks and responsibilities: Principal Duties	<ul style="list-style-type: none"> • Supervision and management of pupils. • Associated ancillary duties. • To lead the team with professionalism and in line with the school values. • To follow all agreed school policies and procedures.
Main Duties and Responsibilities	<ul style="list-style-type: none"> • Oversee and manage duty rotas for Lunchtime Supervisors and determine their locations in agreement with the line manager. • To act as Line Manager for all Lunchtime Supervisors and to direct and supervise them appropriately. • To be responsible for ensuring that all paperwork is completed. • To ensure that pupils are supervised in allocated areas. • To ensure that the line manager is aware of any training needs. • To take appropriate action, in accordance with school policy, in the event of behaviour issues during the lunch period. • To assist the line manager in the recruitment of Lunchtime Supervisors. • Organising dinner queues and entrance to the building; ensuring good behaviour and a calm atmosphere. • Dealing with any incidences of poor behaviour that may occur by intervention or calling for assistance, reporting incidents to the line manager or a senior leader according to the severity of the incident. • Encouraging social skills and good table manners in the canteen, ensuring pupils tidy/clear up in a satisfactory manner. • Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff. • Dealing with anybody spillages in the dining hall in accordance with infection control procedures. Ensure pupil goes to the medical room if appropriate.
Generic responsibilities of all Hall Green School Staff	<ul style="list-style-type: none"> • To work consistently to uphold the school's values and mission statement. • To follow all school policies. • To work in a cooperative and polite manner with staff and all other Stakeholders. • To work with students in a courteous, positive, caring and responsible manner at all times. • To follow the school's safeguarding policy and in so doing ensure that pupil safety and wellbeing is never compromised. • To take an active part in the school's commitment to the development of staff and the appraisal procedure. • To work with visitors to school in a way that upholds the school's reputation.

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| | <ul style="list-style-type: none">• To present oneself in a professional way that is consistent with the values and expectations of the school.• To carry out, in good grace, any other duty deemed reasonable by the Headteacher. |
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The post holder will be subject to appraisal objectives which will be agreed and reviewed annually. The post holder is expected to carry out such other duties as may reasonably be assigned by the Headteacher.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.