



## SHINE Academies Lunchtime Supervisor : Job Description

Post	Lunchtime Supervisor
Hours	1 hour and 15 minutes per day

### **Description of Post**

To ensure the safety, welfare and good behaviour of children during the midday lunch break. The post holder will work closely as part of a team, under the guidance of the Senior Lunchtime Supervisor and the Headteacher.

### **Duties and responsibilities**

1. To supervise children as they move between classroom, dining hall, playground and toilets.
2. To supervise children in the dining room while they are eating.
3. To ensure standards of behaviour are maintained in the dining room, playground and on the field.
4. To assist in dealing with problems arising from inappropriate behaviour, and to respond to them in the ways outlined in the school's behaviour policy.
5. To report any problems arising from inappropriate behaviour to the Senior Lunchtime Supervisor.
6. To assist with all allocated ancillary duties including wiping tables and cleaning up spillages.
7. To ensure that school security regulations and issues of confidentiality are respected.
8. To help to care for the children, including welfare support and hygiene issues.
9. To be aware that some children have special needs and may need extra care and attention.

**SHINE Academies**  
**Lunchtime Supervisor : Person Specification**

<b>Factors</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b> (Docs, App form, Interview)
Qualifications	<ul style="list-style-type: none"> <li>Willingness to undergo appropriate training</li> </ul>	<ul style="list-style-type: none"> <li>Basic first aid qualification</li> <li>Child protection training</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Documents</li> </ul>
Knowledge & Experience	<ul style="list-style-type: none"> <li>An understanding of how to supervise children</li> <li>Understanding of basic hygiene</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Experience working in a school or education setting</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> </ul>
Skills and abilities	<ul style="list-style-type: none"> <li>Ability to communicate well with both adults and children</li> <li>Ability to understand children's behaviour and respond to their needs</li> </ul>		<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>Able to work as part of a team</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> </ul>
Other	<ul style="list-style-type: none"> <li>This post is subject to an enhanced DBS disclosure</li> <li>The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity</li> </ul>		<ul style="list-style-type: none"> <li>Documents</li> <li>Interview</li> </ul>