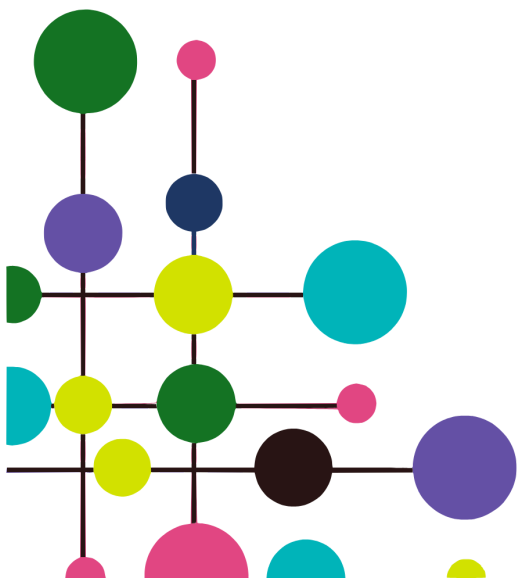


Lunchtime Supervisor Job Description

Post	Lunchtime Supervisor
Responsible to	
Salary	Grade 2
Location	
Working Pattern	
Disclosure Level	Enhanced DBS



Job Purpose

To support the safety and welfare of pupils during the midday break, involving supervision in the playground and the dining hall, alongside actively promoting play opportunities for pupils around the site.

Principle Responsibilities

General Duties

- To promote and be aware of the values and aims of the school.
- To set an example of personal integrity and professionalism in line with the MAT Code of Conduct.
- To be familiar and comply with the risk assessments and Health and Safety Policies, alongside the Safeguarding Policy and School Behaviour Policies.
- To have due regard for the safeguarding and the promotion of welfare of children and young people, following the Safeguarding and Child Protection Procedures adopted by the school.
- To report and record issues arising where a safeguarding concern, a behaviour pattern or a wellbeing need is identified or suspected via the school procedure.
- Where appropriate assist/supervise with general hygiene requirements during the lunchtime period such as washing/changing clothes as needed.
- Attendance at necessary training sessions (prior notice of any outside of the usual working hours will be given).
- To plan and supervise a range of appropriate, age planned activities for children, liaising with other colleagues to coordinate and resource the provision.
- To ensure any resources used during the lunchtime period are returned to the designated areas.
- To know and share with the pupils, the scheduled play activities for the week ahead.
- To listen and be proactive with any pupils reporting illness or accidents which could have caused an injury to ensure medical treatment and supervision is sought.
- To be aware of the designated First Aiders and where they are based, ensuring any pupil requiring treatment or medical assistance is seen promptly, supervised and dealt with in accordance with the policies.
- Support with the administration of first aid.
- Ensure recording of medical/injury concerns takes place (via the school system used) for any pupil the employee is involved with the treatment of. This can be through being responsible for ensuring another member of staff completes this and that class teachers are informed.
- To be proactive in raising concerns arising throughout the lunchtime in order for action to be taken e.g., where a staff member has not arrived as expected or an unexpected change arises.
- To be familiar with the fire safety systems and procedures, alongside Lockdown procedures and your role/duties within these to ensure safety at all times.
- Where changeovers of staff occur, be proactive in ensuring that all areas are covered and be prompt in arriving/leaving to release other staff.
- Along with the other supervisors, to be responsible for checking the environment and resources in the playgrounds, dining halls, and toilet areas, reporting any issues arising promptly and risk assessing incidents arising as appropriate.
- To ensure all pupils are treated equally and fairly, with due regard to cultural and religious aspects as needed alongside any racism, sexism or inappropriate language encountered.
- To ensure all pupils are encouraged to participate in all activities and challenge stereotyping of pupils.
- To engage with and promote the pupil reward systems in place within the school.

Catering Supervision

- Where appropriate, assist/supervise with general hygiene requirements prior to entering the dining hall to eat.
- Supporting and organising the entry, exit and queuing of children to receive their lunches.
- To promote and maintain order and discipline alongside the other supervising staff (other supervisors/teachers/leaders).
- Ensure incidents arising within the dining hall are dealt with or referred to a line manager, for example, fighting or unruly behaviour, such as bullying.
- Ensuring a calm atmosphere and good behaviour from pupils within the dining hall.
- Directing pupils to seats which are appropriate for friendships groups and general behaviour expectations.
- Encouraging pupils to eat, including those with packed lunches and pupils who require additional support such as special educational needs and specific eating needs.
- Ensuring pupils with allergies, dietary or medical needs are known, identified (e.g., wearing designated allergy demarcation such as lanyard/coded on register to identify need) and supported to comply with information known and school policies.
- Assisting pupils with food, e.g., cutting/opening packets and ensuring water is poured and available to all.
- Encourage and model good manners and table habits through the use of cutlery and appropriate eating behaviours.
- To maintain a clean, healthy, and enjoyable environment within the dining areas, including the regular wiping/mopping/brushing of furniture and the floor to ensure it is safe and hygienic.
- To deal with any specific spillages prompt and in line with risk assessments and Health and Safety Policies.
- To ensure the dining hall is returned to the appropriate standard required by the school for use in the afternoon.

Playground Supervision

- To collect and escort pupils to the playground from the designated collection point as appropriate and ensure handover to receiving adult at the end of the lunchtime period.
- Ensure prompt arrival to playground to receive pupils, so no pupils are left unsupervised on the site, organising transitions between staff to ensure ratios remain satisfactory.
- To check all pupils are adequately dressed and prepared for the weather arising, e.g., wet weather, hot weather or cold weather.
- Ensuring the playground remains secure with pupils understanding where they should and should not be and providing appropriate challenge where pupils are choosing not to follow instructions and monitoring areas such as toilets where incidents could arise.
- To be vigilant in any areas of the site where contact with the public could occur e.g., periphery fencing.
- To ensure activities promote enjoyment, are purposeful and safe.
- To promote effective play opportunities through a variety of play types, different pupil groupings, resources, and use of space.
- To remain vigilant when supervising and dynamically risk assessing situations as they arise and taking appropriate action.
- To ensure strong communication skills are used to actively listen and build positive relationships with pupils ensuring they feel listened to and supported through your interactions.
- To adapt styles of communication and interaction to support children with additional needs, being proactive in seeking advice and help where needed.

- To use de-escalation and positive reward strategies to ensure school policies are followed for behaviour when needed, diffusing situations and liaising with other staff as needed.
- To ensure the playground is returned to the appropriate standard required by the school for use in the afternoon.

Provision when pupils are not on the playground

- To supervise and control pupils when inside with the same level of vigilance as when outside, ensuring high standards of behaviour and a calm, enjoyable recreational environment.
- To ensure pupils are occupied through a variety of games and activities enabling pupils to socialise, interact and enjoy the recreational break from their learning.
- To know which resources are available for use and where they are kept for lunchtime provision inside.
- To ensure the areas used are returned to the appropriate standard required by the school for use in the afternoon, including any resources.

Wellbeing Support

- To be aware of changes within friendships and support pupils with any wellbeing needs developing.
- Through supervision, be aware of vulnerable pupils and be vigilant in supporting their needs.
- Actively observe the area for pupils who may be lonely, upset, sad or need support and be proactive in engaging with these pupils and passing on concerns via the procedures used in school.

Undertake any other duties as deemed appropriate within the grade and nature of the post to support the needs of the school or in line with updated Government Guidance.

Safeguarding Statement

Robin Hood Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check.

This appointment is with Robin Hood Multi-Academy Trust. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the trust in relation to the post-holder's professional responsibilities and duties.

The appointment is subject to the terms and conditions outlined in the 'Robin Hood MAT Contract