

Job Description

Lunchtime Supervisor

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| Reporting to: | Executive Head Teacher and Head of School |
| Liaising with: | Senior Lunchtime Supervisor |
| Grade/Salary: | Grade 1 SCP 2 |
| Hours of work: | 10 hours per week, 2 hours per day |
| Location: | Meadow View Academy |

Core Purpose:

As a Lunchtime Supervisor at Meadow View Academy the core purpose of the job is to be responsible, under the direction of senior staff and in co-operation with Catering staff individually or as a member of the team, for securing the safety, welfare and good conduct of pupils during the midday break period, in accordance with the laid down procedures and practices of the school.

Specific areas of responsibility and key tasks:

- Supervising pupils in the dining hall, playground areas and school premises ensuring an acceptable level of order and discipline is maintained according to the guidelines set by Senior Leaders.
- Ensuring, where appropriate, that pupils have washed their hands prior to lunch and assisting them to do so where necessary.
- Ensuring each pupil has access to a meal, encouraging them to eat their food appropriately, displaying good table manners.
- Assisting pupils in the collection of food trays and plates and ensuring that pupil's line up in an orderly manner.
- Assisting very young or less able pupils in developing eating skills.
- Supervising and assisting pupils to return waste food, plates, cups and cutlery to the appropriate points.
- Undertake ancillary duties including the wiping of tables, cleaning of spillage's (e.g. food, vomit).

- Assist kitchen staff with the setting up and putting away of tables and chairs.
- Assist kitchen staff with brushing and cleaning the hall floor to ensure that no traces of food are left, ready for the curriculum in the afternoon. For health and safety reasons this should be completed so that the hall floor is clean, dry and ready for a 1.15pm start.
- Provide basic First Aid care, maintaining records of accidents/incident where appropriate and passing relevant information onto the class teacher.
- Act as Care for sick children until appropriate qualified medical assistance is available and/or until parent or guardian collects sick child.
- Making a telephone call to parents in line with the First Aid policy when a child has a head bump, eye injury or an injury to the personal area.
- Organise suitable games/activities to play with the children encouraging co-operation and a happy, fun playtime.
- Organising suitable indoor activities for pupils when there is inclement weather and ensure that pupils remain in their designated areas.
- Support the school behaviour policy.
- Deal with behavioural issues, informing the Senior Lunchtime Supervisor of any serious issues.
- To remain sited in the area assigned by the senior supervisor unless an emergency arises.
- Following fire and evacuation procedures and checking pupils are safe.
- During closure of schools, to assist the kitchen staff with general cleaning duties in the kitchen and dining area and in particular the cleaning of dining furniture.
- To attend and contribute to Lunchtime Supervisor meetings when called to improve communication and performance.

The Lighthouse 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. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK. The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.