

Lunchtime supervisor

Job Description

Job Title:	Lunchtime Supervisor		
Salary:	GR2	Hours:	10
Contract Type:			
Reporting to:			

Main Purpose:

To work as part of a team assisting the pastoral care manager and senior lunchtime supervisor in securing the safety, and welfare of pupils during the midday break. This will involve effective supervision of pupils in and about the premises and site(s) of the school.

Duties and responsibilities

Main duties

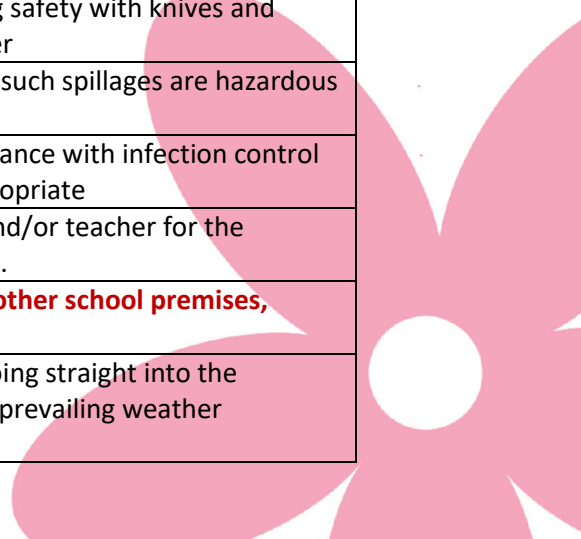
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|---|---|
| 1 | Supervision and control of pupils in the dining hall. |
| 2 | Supervision and control of pupils in the playground and about other school premises |
| 3 | Associated ancillary duties |

Supervision and control of pupils in the dining hall including:

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| 1 | Where appropriate, assist/supervise pupils with their general hygiene requirements (washing, toileting changing clothing etc. in accordance with School Policy) prior to entering the dining room |
| 2 | Organising dinner queue and entrance of pupils into dining hall and from dining hall to playground; ensuring good behaviour and calm atmosphere. Dealing with any bullying/fighting/unruly behaviour that may occur by intervention or calling for assistance, reporting incidents to Strategic Head of School /Senior Lunchtime Supervisor according to severity of incident |
| 3 | Directing pupils to seats, deciding on seating arrangements, separating problem pupils where necessary |
| 4 | Encouraging pupils to eat (including those with packed lunches) especially those with special needs or disabilities. |
| 5 | Being aware of pupils on special or restricted diets for medical reasons from information provided at the school. Assisting pupils with cutting up food, pouring liquids etc. where necessary |
| 6 | Encouraging social skills and good table manners, ensuring safety with knives and forks. Ensuring pupils tidy/clear up in a satisfactory manner |
| 7 | Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff |
| 8 | Dealing with any body spillages in the dining hall in accordance with infection control procedures, ensure pupil goes to the medical room if appropriate |
| 9 | Sharing responsibility with other Lunchtime Supervisors and/or teacher for the maintenance of order and discipline in the dining hall area. |

Supervision and control of pupils in the playground and about other school premises, including:

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| 1 | Where appropriate, collecting pupils from classrooms if going straight into the playground, ensuring they are adequately dressed for the prevailing weather conditions where necessary |
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2	Supervision and control of the school entrance during lunch break to ensure children do not leave the playground without permission/authorisation. Check on any strangers who may enter school premises in accordance with school guidelines, be observant of any loiterers and report to Strategic Head of School Improvement /Senior Lunchtime Supervisor
3	Direction of pupils to the playground and supervision of their activities and behaviour, ensuring their safety and well being, providing emotional support where necessary
4	Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc. Occasionally participating in games
5	Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school
6	Reporting any bad behaviour, assaults, carrying of weapons/banned substances by pupils to the Strategic Head of School /Senior Lunchtime Supervisor
7	Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather. Occupying pupils in various games and activities
8	Ensuring in accordance with instructions given that all pupils return to the care of teachers at the end of the lunch period
Associated Ancillary Duties	
1	Checking toilet areas regularly for signs of pupil smoking/vandalism, blockage of toilets/wash basins and to ensure pupils are not loitering or playing in toilet areas. Reporting any damage or blockages to Caretaking staff
2	Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the School's agreed procedures
3	Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures
4	Assist with cleaning the dining hall at the end of lunchtime

Employee responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Ensure all tasks are carried out with regard to Health and Safety
- Adhere to the overall ethos/work/aims of the school:
 - Promote the agreed vision and aims of the school
 - To set an example of personal integrity and professionalism
- Establish constructive relationships and communication with all staff and other agencies/professional
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school

- To act at all times in a manner appropriate to the seniority of the post.

Supervision received	
Supervising officer's job title:	
Level of Supervision:	<ol style="list-style-type: none"> 1. Regularly supervised with work checked by supervisor 2. Left to work within established subject to scrutiny by supervisor 3. Plan own work to ensure the meeting of defined objectives

Supervision given			
Post title:			
Grade:		No of posts:	

Notes:

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that this postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

This job description may be amended at any time in consultation with the postholder.

Signed: _____
Name: _____
Date: _____



Person Specification

Criteria	Qualities	Method of assessment
Experience	Experience of working with children	AF/I
	Experience of working in a team	AF/I
Skills and knowledge	An ability to fulfill all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	AF/I
	Be committed to the ethos and values of the school	AF / I
	Actively contribute to a happy safe and supportive play environment	AF / I
	Communicate positively and effectively to children and listen to them	AF / I
	Develop good appropriate relationships with children and staff	AF / I
	Be able to encourage children to achieve these aims through keeping the school's behaviour code	AF / I
Personal qualities	Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	I
	Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	I
	Ability to work under pressure and prioritise effectively	I
	Commitment to maintaining confidentiality at all times	I
	Commitment to safeguarding and welfare of pupils, and equality	AF / I
	Deals with difficult situations effectively	I
	Embraces change well	I
DBS Clearance	AF	

AF – Application form

C – Certificate

I – Interview

T – Test or exercise

P - Presentation

