

## Job Description

Job Title:	Lunchtime Supervisor
Salary/Grade:	GLP – Birmingham Grade 2 – (SCP 3 to 8) Pro Rata
Working Hours	6.5 hours per week – (Term Time Only)
Academy Name:	Tame Valley Primary Academy
Location/Address:	Chillinghome Road, Bromford, Birmingham, B36 8QJ

GLP 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 the interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.

### Purpose of the Post

As part of a team, assisting the Senior Lunchtime Supervisor/Headteacher in securing the safety, and welfare of the 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 attached to this post are as follow:

#### Supervision and control of pupils in the dining area.

- 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.
- 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 Headteacher/Senior Lunchtime Supervisor according to severity of incident.
- Directing pupils to seats, deciding on seating arrangements, separating problem pupils where necessary.
- Encouraging pupils to eat (including those with packed lunches, especially those with special needs or disabilities).
- 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.
- Encouraging social skills and good table manners, ensuring safety with knives and forks. Ensuring pupils tidy/clear up in a satisfactory manner.
- Cleaning up spillages when food is split or dropped where such spillages are hazardous to pupils/staff.
- Dealing with any bodily spillages in the dining hall, in accordance with infection control procedures, ensuring pupil goes to the medical room, if appropriate.
- Sharing responsibility with other Lunchtime Supervisors and/or teachers for the maintenance of order and discipline in the dining all area.

### Supervision and control of pupils in the playground and about other school premises

- Where appropriate, collecting pupils from classroom if going straight into the playground, ensuring they are adequately dressed for the prevailing weather conditions where necessary.
- 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 Headteacher/Senior Lunchtime Supervisor
- Direction of pupils to the playground and supervision of their activities and behaviour, ensuring their safety and wellbeing, providing emotional support where necessary.
- Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc. Occasionally leading playtime activities.
- Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school
- Reporting any bad behaviour, assaults, carrying of weapons/banned substances by pupils to the Headteacher/Senior Lunchtime Supervisor
- Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather. Occupying pupils in various games and activities

### Associated ancillary duties.

- 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
- Ensuring that any pupils who suffer accident or injury are dealt with, any incidents of racism or sexism in accordance with agreed procedures.
- Assist with cleaning the dining hall at the end of lunchtime.

### Child Protection

- To have due regard for safeguarding and promote the welfare of children and young people and to follow the Safeguarding/Child Protection procedures adopted by the school.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with.
- To ensure all tasks are carried out with due regard to Health & Safety
- To undertake appropriate professional development including adhering to the principle of performance management
- To adhere to the ethos of the school:
  - To promote the agreed vision and aims of the school.
  - To set an example of personal integrity and professionalism
  - Attendance at appropriate staff meetings and parents' evenings.

### People

To work as part of the support staff team adhering to school values and policies and procedures.

### Safeguarding

GLP is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.

### Buildings and Equipment/Health and Safety

Ensure the safe and proper use of any relevant buildings and equipment in accordance with GLP.

To ensure that all catering practices are carried out in accordance with legislative requirements and school policies, i.e., Health and Safety and Food Hygiene.

### Policies and Procedures

The post holder will be accountable for ensuring that he/she is aware of Academies Trust policies and that all duties and responsibilities are carried out in line with these.

### Other Conditions

Whilst this post is initially to a specific post, the post holder may be required to work within other schools in the Trust.

GLP is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Trust retains the right to amend job descriptions to reflect changing requirements.

GLP is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

**This job description reflects the present requirements of this role. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder.**

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

Developed by:		Date of Issue	
Postholder sign:		Date:	