



# IGNITE

LEARNING PARTNERSHIP

## **LUNCHTIME SUPERVISOR** JOB DESCRIPTION

**Job Title:**

**Lunchtime Supervisor**

**Grade:**

**2**

**Responsible To:**

**Headteacher**

## **Job Purpose:**

To be responsible for the supervision of pupils throughout the school during the lunchtime period in order to ensure the safety, welfare and good behaviour of the children. The post holder will work closely as part of a team of Supervisory Assistants under the direction of the Senior Lunchtime Supervisor and the overall authority of the Headteacher.

## **Main Duties & Responsibilities:**

- To be responsible for the overall supervision of the dining area assisting with eating including cutting up food and pouring of liquids as necessary.
- To ensure pupils take responsibility for cleaning eating facilities by removing food and debris before they leave the dining area.
- To act as any reasonable parent would and follow relevant health care plans.
- To be responsible for children in the playground having due regard for their safety and welfare.
- To engage children in appropriate and purposeful playtime activities in the playground, or the classroom, if circumstances dictate.
- To be aware of the schools behaviour guidelines and deal with the misbehaviour of any pupil during the lunchtime period keeping the Headteacher informed of any persistent offenders.
- To encourage the development of social skills and self discipline, including moving around the school and socialising with others.
- To help care for the pupils including welfare support and hygiene issues and to be responsible for dealing with spillages including body fluids in accordance with school policy.
- To inform pupils of alterations to lunchtime arrangements and to organise suitable activities for all pupils, especially indoors during inclement weather.

- To carry out emergency first aid treatment as necessary, having contacted the Headteacher and informed them of the problem.
- To be familiar with the accident book for the recording of accidents.
- To carry out routine administration associated with the main duties of the post.
- To monitor entry and exit from the schools premises and challenging and reporting strangers where relevant.
- To have due regard for safeguarding and promoting the welfare of children and to follow the the school's Safeguarding Policy.
- To work in a way which promotes the school equality policies including respecting individual differences, treating all individuals with respect and fairness and ensuring that each individual is free from teasing, discrimination, bullying and harassment because of their differences.
- To comply with the Ignite Learning Partnership equal opportunities policy and health and safety policy.
- To ensure school security regulations and issues of confidentiality are respected.
- To undertake training as considered appropriate to the requirements of the post.



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## **LUNCHTIME SUPERVISOR PERSON SPECIFICATION**

Criteria	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> <li>• Good literacy and numeracy skills</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Working with or caring for children</li> </ul>	<ul style="list-style-type: none"> <li>• Work as supervisory assistant</li> <li>• Experience of learning through play</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> </ul>
Knowledge & Skills	<ul style="list-style-type: none"> <li>• Ability to communicate clearly</li> <li>• Ability to relate well to children and adults</li> <li>• Work constructively as part of a team</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>• Caring nature</li> <li>• Ability to listen</li> </ul>		<ul style="list-style-type: none"> <li>• Reference</li> <li>• Interview</li> </ul>
Interest & Motivation	<ul style="list-style-type: none"> <li>• Willingness to attend training</li> <li>• Willingness to interact / play games / organise children</li> </ul>		<ul style="list-style-type: none"> <li>• Reference</li> <li>• Interview</li> </ul>
Commitment	<ul style="list-style-type: none"> <li>• Good timekeeper</li> </ul>		<ul style="list-style-type: none"> <li>• Reference</li> <li>• Interview</li> </ul>