



JOB DESCRIPTION

Job Title: Senior Lunchtime Supervisor

Grade: GR2

1.0 JOB PURPOSE:

- 1.1** To support the Head Teacher 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 of the school.

2.0 DUTIES AND RESPONSIBILITIES:

2.1 Principle Duties

2.1.1 Supervision and control of pupils both inside the buildings and outside in the playground and the general site areas

2.1.2 Associated ancillary duties

2.2 Main Duties and Responsibilities

2.2.1 Supervision and control of pupils in the halls including:

2.2.1.1 Organising entrance of pupils into the halls and from the halls to the playgrounds; ensuring good behaviour and a calm atmosphere. Dealing with any bullying/fighting/unruly behaviour that may occur by intervention or calling for assistance, reporting incidents to Head Teacher or relevant member of staff according to the severity of incident.

2.2.1.2 Directing pupils to seats, deciding on seating arrangements, separating problem pupils where necessary.

2.2.1.3 Encouraging pupils to eat especially those with special needs or disabilities.

2.2.1.4 Encouraging social skills and good manners. Ensuring pupils tidy/clear up in a satisfactory manner.

2.2.1.5 Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff.

2.2.1.6 Sharing responsibility with other Senior Lunchtime Supervisors and/or other staff members for the maintenance of order and discipline in the hall areas.

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

- 2.2.2.1** Supervision and control of the school entrances during lunch break to ensure pupils do not leave authorised areas without permission. Check on any visitors who may enter the school premises in accordance with school guidelines, be observant of any issues and report to Head Teacher or relevant member of staff.
- 2.2.2.2** Direction of pupils to the playground and supervision of their activities and behaviour, ensuring their safety and well being, providing emotional support where necessary .
- 2.2.2.3** Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc.
- 2.2.2.4** Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school.
- 2.2.2.5** Reporting any bad behaviour, assaults, carrying of weapons/banned substances by pupils to the Head Teacher or relevant member of staff.
- 2.2.2.6** Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather.
- 2.2.2.7** Ensuring in accordance with instructions given that all pupils return to the care of teachers at the end of the lunch period.

2.2.3 Associated Ancillary Duties

- 2.2.3.1** 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 site staff.
- 2.2.3.2** Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the School's agreed procedures.
- 2.2.3.3** Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures.

2.2.4 Child Protection

- 2.2.4.1** To have due regard for safeguarding and promotion the welfare of children and young people and to follow the child protection procedures adopted by the school.

2.3 To undertake appropriate professional development including adhering to the principle of performance management.

2.4 To adhere to the ethos of the school

2.4.1 To promote the agreed vision and aims of the school

2.4.2 To set an example of personal integrity and professionalism

2.4.3 Attendance at appropriate staff meetings and parents evenings

2.5 To ensure all tasks are carried out with due regard to Health & Safety.

2.6 Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

3.0 SUPERVISION RECEIVED:

3.1 Supervising Officer's Job Title: Director of Support Services

3.2 LEVEL OF SUPERVISION

- ~~1. Regularly supervised with work checked by supervisor~~
- 2. Left to work within established guidelines subject to scrutiny by supervisor
- ~~3. Plan own work to ensure the meeting of defined objectives~~

4.0 SUPERVISION GIVEN: (excludes those who are **indirectly** supervised i.e. through others)

| Post Title | Grade | No of Posts | Level of Supervision (as in 3.2 above) |
|-----------------------|-------|-------------|--|
| Lunchtime Supervisors | | | |

- Use 1, 2, or 3 as in 3.2

5.0 SPECIAL CONDITIONS:

5.1

Signed.....(Employee) Date

Signed(Headteacher) Date

PERSON SPECIFICATION

Job Title: Senior Lunchtime Supervisor **Job No:**

Grade: GR2 **Division:**

No of Post: **Section:**

Method of Assessment (M.O.A.)

AF = Application Form; I = Interview; T = Test or Exercise; P = Presentation

| CRITERIA | DESIRABLE | M.O.A. |
|---|--|---------------|
| EXPERIENCE (Relevant work and other experience) | Experience of working with children. | AF/I |
| | Knowledge of policies and codes of practice/legislation. | AF/I |
| SKILLS AND ABILITIES (E.g. Written communication skills, dealing with the public) | To make effective contributions to the team as appropriate. | AF/I |
| | To be positive and enthusiastic about working with children. | AF/I |
| | The ability to manage behaviour effectively. | AF/I |
| | Show initiative and work independently. | AF/I |
| | Ability to keep calm under pressure. | AF/I |
| | Effective communication skills. | AF/I |
| | The ability to understand and follow instructions and adhere to school policies and procedures. | AF/I |
| TRAINING | Willingness to undertake relevant training | AF/I |
| EDUCATION/ QUALIFICATIONS NB: Full regard must be paid to overseas qualifications | Good literacy and communication skills. | AF/I |
| | An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016 | I |
| OTHER | Satisfactory clearance of a DBS check | AF/I/DBS Form |
| | Eligibility to work – UK | AF/I |

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE SCHOOL'S
EQUAL OPPORTUNITIES POLICY AND ADHERE TO THE SAFEGUARDING OF CHILDREN PROCEDURES**

Signed (Employee) Date

Signed (Headteacher) Date