



Astrea Academy Trust

LEARN, THRIVE, SUCCEED

# Role Profile

Lunchtime Supervisor

Highgate Primary  
Academy

## **ROLE SPECIFICATION**

<b>Academy / Department</b>	Highgate Primary Academy
<b>Post title</b>	Lunchtime Supervisor
<b>Responsible to</b>	Operations Manager
<b>Full time Salary</b>	£24,601 - £25,185
<b>Pro-Rata Actual Salary</b>	Pro rata salary £2,894 - £2,963
<b>Working Pattern</b>	Monday to Friday – 38 weeks of term time, plus 5 INSET days per annum
<b>Working Hours</b>	5hrs per week
<b>Pension</b>	Local Government Pension Scheme
<b>Line Management Responsibility</b>	No

## **ROLE SUMMARY**

As a Lunchtime Supervisor, you will be responsible for overseeing pupils during lunch breaks to ensure a safe, calm, and inclusive environment. You will promote positive behaviour and respectful interactions, support pupils' wellbeing, and encourage social engagement. The role involves organising and supervising structured play and lunchtime activities, monitoring pupil conduct, and responding appropriately to any incidents or concerns. You will help create a positive lunchtime experience by ensuring the safety and welfare of all pupils in both the dining hall and playground.

## **KEY AREAS OF RESPONSIBILITY**

- ★ ★ Support the welfare, health and safety of pupils at designated times.
- ★ ★ Work under the direction of the line manager for Lunchtime Supervisors and assist them by carrying out a range of duties under their direction.
- ★ ★ Supervise pupils both inside the building and outside in the school grounds during the midday break, organising games and activities.
- ★ ★ Encourage pupils to take part in games and activities appropriate to their age and ability.
- ★ ★ If poor weather prevents pupils going outdoors during the break, settle and supervise them as directed.
- ★ ★ Supervise pupils in designated dining areas during the mid-day break while they are eating their lunch.
- ★ ★ Promote and foster good relationships between pupils through play and games activities.
- ★ ★ Challenge inappropriate behaviour and to provide pupils with boundaries of acceptable behaviour in line with school policy.
- ★ ★ Report any incidents or concerns about the behaviour or safety of pupils to Pastoral Care.
- ★ ★ Arrange for first aid to be administered in line with school policy and practice.
- ★ ★ Clean tables, chairs and floor of spillages and debris between sittings, prior to the tables being reused.
- ★ ★ Clean up spillages as they occur.
- ★ ★ Attend meetings and undertake relevant training
- ★ ★ Ensure safeguarding procedures are followed and that the school's policy on

- confidentiality is maintained at all times.
- ★ Follow school policy and practice.
- ★ Any other duties commensurate with the grade and falling within the scope of the post, as requested by line manager.
- ★

*\*This list is not exhaustive.*

## **PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Education and Training</b>		
Willingness to participate in relevant training	•	
First Aid trained		•
<b>Experience</b>		
Experience of working with / supervising children (including parenting)	•	
Experience of engaging in children's activities in a formal setting		•
Working with children with special educational needs		•
<b>Knowledge</b>		
Knowledge of Child Protection procedures		•
Commitment to the safeguarding and promotion of the welfare of children and young people	•	
<b>Professional Skills</b>		
Able to work well as part of a team	•	
Skilled in applying consistent behaviour expectations and using positive reinforcement strategies.	•	
Ability to work with and relate to children, adults and young people	•	
Maintain discretion and act professionally in all interactions.	•	
Ability to communicate effectively with staff and pupils	•	
<b>Personal Qualities</b>		
Enthusiasm and determination, with a flexible and patient approach	•	
Build positive relationships with children and create a welcoming atmosphere.	•	
Demonstrate respectful behaviour and encourage the same in pupils.	•	
Ability to handle situations with composure, especially during busy or challenging moments.	•	

## **GENERAL RESPONSIBILITIES**

- ★ Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★ Commitment to continual learning and development of skills.

- ★ ★ Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★ ★ Demonstrate an excellent record of attendance and punctuality.
- ★ ★ Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Keeping Children Safe in Education (KCSIE 2024)
  - Child Protection and Safeguarding Policy
- ★ ★ Work cooperatively as part of the Trust wide staff team.
- ★ ★ This role profile is not exhaustive and undertaking other duties may be required.

### **THIRD PARTY CHECK**

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	No
Is this role a Senior Leadership Role with management responsibility for the academy?	

### **APPLICATION PROCESS**

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact [recruitment@astreaacademytrust.org](mailto:recruitment@astreaacademytrust.org)