



JOB TITLE: LUNCHTIME SUPERVISOR (LTS)
(Supporting and supervising activities across lunchtime)

GRADE: 3 (in line with Kirklees Job Description)

PURPOSE OF JOB

Working as part of a team to be responsible, through the role of Lunchtime Supervisor, for the supervision of pupils on the school site throughout the midday break (the interval between the close of morning school and the re-commencement of school in the afternoon).

To assist in securing the health, safety, welfare and good conduct of pupils. To support activities and good behaviour in accordance with the practices and procedures of the school.

KEY AREAS

1. Supervision of Pupils on School Premises
2. Promoting Positive Behaviour
3. Promoting Personal and Social Skills
4. Appropriate Communication
5. General

DUTIES AND RESPONSIBILITIES

1. Supervision of Pupils on School Premises

- 1.1 To supervise areas, both indoors and outdoors, where pupils congregate during lunchtime, maintaining Health & Safety practices.
- 1.2 Taking account of relevant practices and procedures, to supervise and monitor activity areas, corridors, toilets, classrooms etc as required.
- 1.3 To supervise pupils eating their meal on school premises, in specified areas set aside for dining purposes which includes issues such as dealing with spillages, wiping tables and serving water.
- 1.4 To supervise queues waiting to enter specified dining areas.
- 1.5 To undertake the personal care of students/pupils including toileting, dressing, sickness, as appropriate.
- 1.6 Where required, to assist in the bringing food to, and feeding children unable to feed themselves.

St Patrick's Catholic Primary Academy

2. Promoting Positive Behaviour

- 2.1 To encourage positive behaviour through implementation of school's behaviour policies and practice and dealing with incidents as directed.
- 2.2 To encourage pupils understanding and knowledge of the impact of their actions within the remit of Health and Safety.
- 2.3 Assist within the parameters of school positive behaviour practices and procedures, assist as appropriate to promote the maintenance of Health and Safety.
- 2.4 To provide information to the Class Teachers or Office Staff for the recording of incidents or occurrences over the lunchtime period.

3. Promoting Personal and Social Skills

- 3.1 To encourage pupils to maintain hygiene standards (eg. washing hands after toileting)
- 3.2 To encourage pupils to leave all areas in a tidy condition.
- 3.3 To encourage good relations between pupils and adults through informal discussion and play situations.
- 3.4 As appropriate to organise the distribution and collection of lunchtime equipment and supervise activities, ensuring pupils collaborate responsibly and sensibly.
- 3.5 To be actively involved and encourage lunchtime games through setting a good example of play.
- 3.6 To encourage and develop social skills such as mutual respect and trust.
- 3.7 To be aware of cultural and social factors which may have an effect on the supervision of the pupils.

4. Appropriate Communication

- 4.1 To report accidents or other occurrences such as child protection issues to the Class Teacher or DSL as appropriate, as soon as it is safe to do so.
- 4.2 As necessary, pass on verbal or written information to the Class Teacher or appropriate staff.
- 4.3 To liaise with the kitchen staff as appropriate for issues related to lunchtime supervision.

St Patrick's Catholic Primary Academy

5. General

- 5.1 As part of your wider duties and responsibilities you are required to promote and actively support the School's/Academy Trust's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Please visit our website to read our safeguarding policy.

<https://www.stpatricksbirstall.co.uk/ourpolicies>

- 5.2 Carry out your duties with due regard to current and future School's/Academy Trust's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, on going performance development and through School communications.

RESPONSIBLE TO: School Business Manager and Leadership Team
