

Lunchtime Supervisor – Job Description

Job Title:	Lunchtime Supervisor
Contract Type:	Part Time, Permanent
Salary:	Staffordshire Grade 2 SCP 3 (Term time fraction 43.9)
Reports to:	Senior Lunchtime Supervisor

Overall purpose of the post

The Lunchtime Supervisor is responsible for ensuring the safety, wellbeing and positive behaviour of pupils during the lunchtime period. The postholder will supervise pupils in dining halls, playgrounds and other designated areas, promoting positive play, inclusion and good conduct in line with academy policies.

Main duties and Responsibilities

Supervision & Pupil Welfare

- Supervise pupils during lunchtime, including in dining areas, playgrounds and indoor spaces as required
- Ensure pupils' safety at all times and respond appropriately to minor accidents or incidents
- Promote positive behaviour, good manners and respectful interactions
- Encourage inclusive play and positive social interaction between pupils
- Support pupils with routines such as lining up, moving between areas and returning to class

Behaviour Management

- Apply the academy's behaviour policy consistently
- Manage low-level behaviour issues and resolve minor conflicts
- Report more serious incidents or ongoing concerns to the appropriate colleague

Hazard, Safety & Organisation

- Maintain a clean, safe and orderly environment during lunchtime
- Report hazards, defects or concerns relating to health and safety
- Support pupils in following hygiene routines, including handwashing where appropriate

Support for the Academy

- Work collaboratively with staff to ensure a calm and positive lunchtime experience
- Support special arrangements for pupils with additional needs where required
- Undertake training relevant to the role, including safeguarding and health and safety

Safeguarding

- Be able to recognise indicators of abuse, neglect or safeguarding concerns and report them immediately in line with academy policy.
- To provide a high standard of duty of care for colleagues and pupils and to comply with all legislation and guidance relating to child protection. All duties must comply with statutory guidance in Keeping Children Safe in Education (KCSIE).
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the academy, combined / Local Academy Committee, Trust Board.
- Ensure that all policies and procedures adopted by the Board and the Local Academy Committee are followed.

- Ensure all safeguarding training is completed.

Equal Opportunities and Data Protection

- Uphold responsibilities under the Equality Act 2010 by addressing and preventing unlawful discrimination.
- Ensure compliance with the Data Protection Act (2018) and Freedom of Information Act (2000).

Other Duties

- Make a positive contribution to the wider life and ethos of the academy
- To follow and actively promote the academy's ethos and policies
- Demonstrate commitment to St. Chad's and academy's, values and ethos
- Comply with the Health and Safety policy and undertake risk assessments as appropriate
- Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils

Any other duties which are commensurate with the grading of the post. This job description will be adapted through negotiation with successful applicant, in order to fully suit the need of the post. Any adaptations will remain compliant with NJC pay and conditions agreement and safeguarding requirements.

Lunchtime Supervisor – Person Specification

Person Specification – Lunchtime Supervisor <i>A=Application I = Interview O = Other</i>	Essential / Desirable	How assessed
Experience		
Experience of working with or caring for children	E	A/I
Experience of supervising groups of children	D	A/I
Experience in a school or similar setting	D	A/I
Skills & Knowledge		
Ability to supervise children and ensure their safety	E	A/I
Ability to manage behaviour calmly and fairly	E	A/I
Ability to communicate effectively with children and adults	E	A/I
Ability to follow academy/Trust policies and procedures	E	A/I
Understanding of safeguarding responsibilities	E	A/I
Personal Qualities		
Reliable and punctual	E	A/I
Calm, patient and approachable manner	E	A/I
Ability to work independently and as part of a team	E	A/I
Commitment to inclusion and equality of opportunity	E	A/I
Training & Compliance		
Willingness to undertake safeguarding and first aid training	E	A/I
Understanding of health and safety requirements	D	A/I

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to safer recruitment checks in line with Keeping Children Safe in Education (KCSIE), including an Enhanced DBS check with a Children's Barred List check, verification of identity and the right to work in the UK, online searches, medical fitness to work and, where applicable, a Disqualification by Association declaration.

This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must declare all convictions, cautions, reprimands and final warnings, unless they are protected under the DBS filtering rules. If you are barred from working with children, you will be committing a criminal offence by applying for this post.