
JOB DESCRIPTION

Job Title: Lunchtime Supervisor

Grade: Grade 2

Purpose of Job Role:

- To effectively supervise Young People in the dining hall and in the outside areas during lunchtime
- To ensure wellbeing and health and safety of all Young People
- To engage Young People in relevant activities
- To intervene when required to maintain behaviour according to the Positive Behaviour Policy

Duties and Responsibilities:

- To assist with organising dinner queue and entrance of Young People into dining hall and from dining hall to playground; ensuring good behaviour and calm atmosphere.
- Dealing with any bullying/fighting/unruly behaviour that may occur by intervention or calling for assistance
- To supervise Young People in the dining area.
- Being aware of pupils on special or restricted diets for medical reasons from information provided.
- Encouraging social skills and good table manners.
- To assist with the tidying of the dining area.
- To supervise Young People after lunch, either inside or outside of the school building, being especially vigilant as to the health, safety and security of the students within our care
- Where appropriate, assist/supervise Young People with their general hygiene requirements
- Supervision of lunchtime clubs/activities as directed
- To encourage learning through lunchtime activities.
- Attend to accidents which may occur during lunch time in accordance with the school procedure and guidelines on accidents and their treatment, reporting all accidents in accordance with the accident reporting policy.

Other responsibilities:

1. Take personal responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with.
2. Undertake and participate in relevant CPD and appraisal arrangements.
3. Follow all Trust systems and procedures.
4. Abide by and adhere to all Trust policies and practice including health and safety.
5. Support and promote diversity and equality of opportunity for all.
6. Follow data protection procedures and treat with confidentiality any personal, private or sensitive information about individual young people, staff and/or associated organisations.
7. Promote and support inclusive practice.
8. Promote the agreed vision and aims of the Trust.
9. May be required to work at other James Brindley centres as the needs of the Trust dictate.
10. Set an example of personal integrity and professionalism in line with the Employee Code of Conduct.
11. To promote value systems as defined within Keeping Children Safe in Education and to support inclusive practice.
12. To perform other such duties as the line manager, Vice Principal or Principal may from time to time determine.

By signing this Job Description, you are also consenting to disclose any warnings, convictions and reprimands whilst in employment as soon as it is practically possible.
New post holders are also consenting to annually renew their Update Service subscription.

Team/s: Centre Teams
Responsible to: Centre Leader
Responsible for:

Job description issued after consultation.

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Date

Signature of the Principal

Copy received by
Date

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Signature of the Post holder

