

# Lunchtime Supervisor

## Primary & Secondary Phase

### Wootton Park School

Wootton Hall Park, Northampton. NN4 0HZ



## WOOTTON PARK

*'Ipsum quod faciendum est diutius'*

**GRADE:**  
NJC Scale B2

**EMPLOYED BY:**  
Wootton Park Academy Trust

**LINE MANAGER:**  
Wrap Around Care Manager

### BROAD DESCRIPTION OF ROLE

- ✓ Securing the safety, and welfare of our learners during lunchtime break. This will involve effective supervision of learners in and about the premises of Wootton Park School in accordance with the general instructions of the school.
- ✓ Supervision of learners in the dining hall.
- ✓ Supervision of learners in the playground and about other school premises.
- ✓ Ensure the safety and well-being of learners and the adherence of school procedures.
- ✓ Associated ancillary duties.
- ✓ Manage the litter picking of the site after lunch.

### SCHOOL SUPPORT

#### Supervision of the dining areas

- ✓ Organising dinner queue and entrance of learners 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, reporting incidents to senior staff or nominated member of staff according to severity of incident.
- ✓ See that the overall arrangement for children to dine promotes an orderly and pleasant meals service.
- ✓ Encourage social skills and good table manners, ensuring safety with knives and forks.
- ✓ Ensure the learners leave the tables clean for the next occupant.
- ✓ Support with the cleaning of the dining hall and emptying of bins alongside the cleaning/site team.

#### Supervision of learners in the playground and about other school premises

- ✓ Supervision of the school entrance during lunch to ensure that learners do not leave the school without permission/authorisation. Check on any strangers who may enter school premises in accordance with school guidelines, be observant of any loiterers and report to senior staff / nominated member of staff.
- ✓ Direction of learners to the playground and supervision of their activities and behaviour, ensuring their safety and well-being, providing emotional support where necessary.
- ✓ Preventing bullying, being aware of changes in friendships, encouraging socialising, play, etc.
- ✓ Supporting play activities on the playground, organising games and equipment for use
- ✓ Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school and behaviour policy.
- ✓ Reporting any bad behaviour, assaults, carrying of weapons/banned substances by the learners to the senior staff/nominated member of staff.
- ✓ Supervision of learners inside school premises when they are not allowed outside in inclement weather.
- ✓ Being aware of the extra difficulties that accompany indoor lunch periods, making every reasonable effort to ensure safety by regular patrol of the buildings and classrooms.
- ✓ Ensuring in accordance with instructions given that all learners return to the care of teachers for afternoon lessons.

#### Associated Ancillary Duties

- ✓ Checking toilet areas regularly for signs of inappropriate learner behaviour – smoking/ vandalism, blockage of toilet/wash basins and to ensure learners are not loitering or playing in toilet areas. Reporting any damage or blockages to the site team.
- ✓ Ensuring that any learners who suffer accident or injury are dealt with appropriately in accordance with the school's agreed procedures.
- ✓ To carry out first aid for learners (once completed first aid training) or support learners in finding a qualified first aider.
- ✓ Participate in training and other learning activities as required and to participate in appraisal and professional development.

## SAFEGUARDING

- ✓ All members of staff have a responsibility and duty of care to safeguard and promote the welfare of learners. Staff must be aware of the systems within the school that support safeguarding and must act in accordance with the school's Child Protection and Safeguarding Policy and Staff Code of Conduct. Staff will receive appropriate and regular child protection training
- ✓ All staff are required to obtain an Enhanced Disclosure and Barring Service check (DBS check)

## HEALTH AND SAFETY

- ✓ To ensure that practice is, in all respects consistent with the requirements of Wootton Park Academy Trust's and Wootton Park School's Health and Safety Policy, as well as with any subject-specific health and safety guidelines

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*NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the CEO/Trust (in consultation with the post holder) to reflect the changing work composition of the business.*