

JOB DESCRIPTION

Job title	Lunchtime Supervisor
Grade	Grade 2 – Point 3 (Fixed)
Responsible to	Office Manager
Responsible for	N/A

Summit Learning Trust Mission Statement

Strength through Endeavour
Ambition through Challenge
Excellence through Diversity

Job Purpose:

To work as part of a team, to assist the Academy in securing the safety and welfare of learners during the lunchtime period. This will involve effective supervision of learners in and around the premises of the academy, ensuring that the safety and welfare of learners is maintained.

Key Responsibilities:

- Supervise activities and maintain health, safety, welfare, good conduct and safeguarding of learners in the lunch area, playground and classrooms, having regard to additional SEND needs
- Encourage learners to eat their lunch and monitor those who don't, reporting any concerns to the class teacher/senior leaders
- Monitor learners that aren't engaging in play and feed back any concerns to the class teacher/senior leader
- Set up and put away the tables, chairs and other equipment needed for eating in the lunch area
- Manage the learners' entrance and exit from the lunch area in an orderly manner.
- Assist learners with cutting up food, pouring liquids etc. where necessary
- Deal with any inappropriate behaviour that may occur by intervention or calling for assistance, reporting incidents to the Senior Leadership Team as required
- Be aware of and support learners with medical/dietary needs
- Encouraging social skills and good table manners, ensuring safety with knives and forks.
- Ensure learners tidy/clear up after themselves in a satisfactory manner
- Clean up food and water spillages
- Dealing with any body spillages in the dining hall in accordance with infection control procedures
- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider
- Record details of any incidents in line with the academy's reporting procedures
- Help to resolve issues between learners during play activities
- Follow any directions from the class teacher or senior leader on supporting specific learners with challenging behaviour

- Supervision and control of learners during the lunch break to ensure learners do not leave the designated areas without permission/authorisation
- Check toilet areas regularly to ensure learners are not loitering or playing in toilet areas. Reporting any damage or blockages to the appropriate colleague
- Prevent bullying, being aware of changes in friendships, encouraging socialising, play etc. occasionally participating in games
- Discourage any dangerous activities or games and dealing with any unacceptable or challenging behaviour in line with academy policies and procedures
- Organise play activities to encourage learners to play and make use of play equipment, offering educational instruction where needed

Data Protection and Safeguarding

- Work within the requirements of GDPR at all times
- Understand your responsibilities in relation to safeguarding and child protection and how to highlight an issue / concerns
- Remain vigilant to ensure all learners are protected from potential harm

General

- Whilst every effort has been made to explain the main duties and responsibilities of the post it may not identify every individual task that is required. The post-holder may be asked to carry out any other duties as commensurate within the grade in order to ensure the smooth running of the academy.
- Take part in professional development and the performance management process.
- The post-holder will be expected to undertake any appropriate training provided by our Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order. <https://www.gov.uk/government/collections/dbs-filtering-guidance>
- The job description will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

Job description issued by:	
Date:	