

Lunchtime Supervisor (GR2) Job Description

Employment details	
Job title	Lunchtime Supervisor (GR2)
Salary	NJC GR2 points 3 - 8

1. Job Purpose

- 1.1 As part of a team assisting the Senior Lunchtime Supervisor/Head of School in securing the safety and welfare of pupils during the lunch break. This will involve effective supervision of pupils in and about the premises and site of the school.

2. Key Responsibilities

Supervision and control of pupils in the dining hall including:

- 2.1 Where appropriate, assist/supervise pupils with their general hygiene requirements (washing, toileting, changing clothing etc. in accordance with School Policy) prior to entering the dining room
- 2.2 Organising dinner queue and entrance of pupils 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 Headteacher/Senior Lunchtime Supervisor according to severity of incident
- 2.3 Directing pupils to seats, deciding on seating arrangements, separating problem pupils where necessary
- 2.4 Encouraging pupils to eat (including those with packed lunches) especially those with special needs or disabilities.
- 2.5 Being aware of pupils on special or restricted diets for medical reasons from information provided at the school. Assisting pupils with cutting up food, pouring liquids etc. where necessary
- 2.6 Encouraging social skills and good table manners, ensuring safety with knives and forks. Ensuring pupils tidy/clear up in a satisfactory manner
- 2.7 Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff

- 2.8 Dealing with any spillages in the dining hall in accordance with infection control procedures, ensure pupil goes to the medical room if appropriate
- 2.9 Sharing responsibility with other Lunchtime Supervisors and/or teacher for the maintenance of order and discipline in the dining hall area.
- 2.10 Supervision and control of pupils in the playground and about other school premises, including:
- 2.11 Where appropriate, collecting pupils from classrooms if going straight into the playground, ensuring they are adequately dressed for the prevailing weather conditions where necessary
- 2.12 Supervision and control of the school entrance during lunch break to ensure children do not leave the playground 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 the school office or a senior member of staff as a matter of urgency.
- 2.13 Direction of pupils to the playground and supervision of their activities and behaviour, ensuring their safety and well-being, providing emotional support where necessary
- 2.14 Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc. Occasionally participating in games
- 2.15 Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school
- 2.16 Reporting any bad behaviour, assaults, carrying of weapons/banned substances by pupils to the Head of School/Senior Lunchtime Supervisor
- 2.17 Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather. Occupying pupils in various games and activities
- 2.18 Ensuring in accordance with instructions given that all pupils return to the care of teachers at the end of the lunch period

Associated Ancillary Duties:

- 2.19 Checking toilet areas regularly for signs of pupil smoking/vandalism, blockage of toilets/wash basins and to ensure pupils are not loitering or playing in toilet areas. Reporting any damage or blockages to site staff
- 2.20 Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the School's agreed procedures
- 2.21 Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures
- 2.22 Assist with cleaning the dining hall at the end of lunchtime

General

2.23 Promote the safeguarding and welfare of all pupils in accordance with the school's Child Protection and Safeguarding Policy, and the DfE's statutory guidance: Keeping Children Safe in Education.

2.24 To ensure all tasks are carried out with due regard to Health and Safety

2.25 To adhere to the ethos of the school

2.26 To promote the agreed vision and aims of the school

2.27 To set an example of personal integrity and professionalism

2.28 Attendance at appropriate staff meetings and parents' evenings

2.29 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. Supervision Received

3.1 Supervising Officer's Job Title: Head of School/Executive Headteacher

3.2 Level of supervision:

3.3 Left to work within establishment guidelines subject to scrutiny by supervisor

4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

None

5. Special Conditions

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

6.0 Review and Amendment

This job description is normally subject to annual review. It may be amended at any time at the request of the Executive Headteacher or the teaching assistant.

7.0 Complaints

If, following review and amendment, agreement is not reached, the appropriate procedures should be used for the settling of any disputes.

Signed (employee) _____ Date _____

Signed (Executive Headteacher) _____ Date _____

Next Review Date: 1st September 2025



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Person Specification for Lunchtime Supervisors

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications	No formal qualifications required	AF/C
Experience Relevant work and other experience	Relevant experience	AF/I AF/I
Skills & Ability e.g. written communication skills, dealing with the public etc.	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	AF/I
	Be committed to the ethos and values of the school	AF/I
	Be able to encourage children to achieve these aims through keeping the school's behaviour code	AF/I
	Develop good appropriate relationships with children and staff	AF/I
	Communicate positively and effectively to children and listen to them	AF/I
	The ability to support children with play	AF/I
	Actively contribute to a happy safe and supportive play environment	AF/I
	Able to work within a team	AF/I
	The ability to promote the safeguarding and welfare of all pupils in accordance with the school's Child Protection and Safeguarding Policy, and the DfE's statutory guidance: Keeping Children Safe in Education.	
Training	Willing to undertake appropriate training	AF/I
Other	Approachable, sympathetic, enthusiastic, patient, resourceful	AF/I
	Desirable	
	Qualifications relevant to a school setting	AF/I/C
	Experience of working in schools including voluntary work	
	Experience working in a team	

