



SARACENS
BROADFIELDS

Lunchtime Supervisor Job Description

Job Title: Lunchtime Supervisor

Responsible to: Learning Mentor

School Location: Saracens Broadfields, Edgware, HA8 8JP

Contract Type: Casual/Term-time only

About Saracens Broadfields

Saracens Broadfields is part of the Saracens Multi-Academy Trust and is located in Edgware, North London. The school aims to provide a strong foundation for a happy life, building moral purpose, developing character, fostering cultural capital, creating memories and enabling every child to achieve their full potential.

Our core values of **Discipline, Hard Work, Honesty and Humility** underpin all aspects of school life. We serve a rich and diverse community and are deeply committed to nurturing respectful relationships, celebrating individuality and encouraging every child to become a confident, independent learner.

At Saracens Broadfields, we place strong emphasis on **connection and communication**. We use **restorative approaches** to help children build empathy, repair relationships and make positive choices. These strategies are an important part of our daily practice and our approach to supporting children's social and emotional development.

About the Role

As a Lunchtime Supervisor, you will play an essential role in creating a **calm, inclusive and positive** environment. You will support pupils to **build strong relationships**, resolve conflicts respectfully, and develop social skills that reflect our school's values.

The main purpose of this role is to assist in the supervision of pupils during their lunch break, ensuring their **safety, wellbeing** and **enjoyment**, while upholding the school's behaviour policy and restorative ethos.

Key Responsibilities

- Supervise pupils during their breaktime - across dining and play areas, ensuring safety, inclusion and positive engagement.
- Uphold and model the school's behaviour policy and restorative principles in all interactions.
- Use restorative communication strategies to help pupils reflect, repair relationships and make positive behaviour choices.
- Build strong, trusting connections with pupils to promote emotional wellbeing and a sense of belonging.

- Support the school's culture and values by modelling respectful, kind and calm communication.
- Manage and de-escalate incidents of unsafe or inappropriate behaviour, referring matters to the Senior Leadership Team when necessary.
- Encourage pupils to take pride in their environment by helping maintain tidy dining and playground areas.
- Liaise effectively with teaching and support staff regarding any lunchtime concerns or observations that need follow-up.

Note: These accountabilities outline the main areas of the role and are not an exhaustive list of duties.

This job description may be reviewed and amended from time to time in response to the changing needs of the school and at the direction of the Principal and line manager. Other reasonable duties may be assigned within the competence of the postholder.

Person Specification – Lunchtime Supervisor

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard of spoken and written English 	<ul style="list-style-type: none"> • Awareness of safeguarding, training or willingness to undertake • Basic First Aid qualification or willingness to undertake training • Training in restorative or positive behaviour strategies
Experience	<ul style="list-style-type: none"> • Experience of working with pupils in a school or community setting • Experience of supporting children in play or social situations 	<ul style="list-style-type: none"> • Experience of working in a primary school environment • Experience of behaviour management and supporting emotional wellbeing • Experience of using restorative communication or conflict-resolution techniques
Knowledge	<ul style="list-style-type: none"> • Understanding of the importance of safeguarding and promoting the welfare of children • Awareness of health and safety requirements when supervising children 	<ul style="list-style-type: none"> • Understanding of school's Healthy Eating Programme • Awareness of restorative approaches and positive relationship-building strategies
Personal Attributes	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Ability to build positive and respectful relationships with children and colleagues • Able to work effectively as part of a team • Able to show initiative and respond calmly under pressure • Committed to modelling the school's values of Discipline, Hard Work, Honesty and Humility • Able to adhere to all school policies, including safeguarding, equal opportunities and health & safety • Able to maintain confidentiality at all times • Persistence in following things through and ensuring consistency • Commitment to personal and professional development 	