

Job description: Lunch time supervisor

Job Title: Lunch time supervisor

Reporting to: Head

Bridge Schools is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Main purpose

A lunch time supervisor will be part of a team that is responsible for supervising pupils and the school's premises during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

Duties and responsibilities

Supervision

- › Supervise pupils in the lunch area, playground and classrooms (for wet play)
- › Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher
- › Monitor pupils that aren't engaging in play and feed back any concerns to class teachers

Organisation

- › Set up and put away the tables, chairs and other equipment needed for eating in the lunch area
- › Manage pupils' entrance and exit from the lunch area in an orderly manner
- › Clean up food and water spillages

Health and safety

- › Observe pupils and the environment and take action to minimise any identified health and safety risks
- › Deliver first aid (if trained) to respond to minor incidents and refer any major incidents immediately to a senior member of staff
- › Record details of incidents in line with the school's reporting procedures
- › Be aware of and support pupils with medical/dietary needs
- › Promote the school's policy around healthy eating to pupils
- › Feed back concerns relating to pupils' health and safety to a senior member of staff
- › Remain aware of children's food allergies, intolerances or other special dietary requirements and ensure such foods are avoided for the children concerned, with particular vigilance for children sharing packed lunches
- › To deal with emergencies that may occur in accordance with the school's procedures, and inform a member of the teaching staff/Head in the event of an emergency. Ensure that all sickness/accidents are recorded in accordance with schools procedures

Behaviour

- › Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- › Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- › Make sure children tidy up after themselves in the lunch area and when using play resources/equipment

- Follow any directions from class teachers or the SENDCO on supporting pupils with specific need

Play

- Organise play activities to encourage pupils to play and make use of play equipment
- Offer educational instruction where needed to help pupils to share play equipment
- Help to resolve issues between pupils during play activities

Safeguarding

- Make sure pupils remain on the school premises during the midday break
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals
- Report any concerns about a child to the Designated Safeguarding Lead or their deputy

Other areas of responsibility

- Read and follow the relevant Trust policies
- Undertake training required to develop in the role
- To undertake other duties appropriate to the grading of the post as required

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a midday supervisor will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • First aid training (or willingness to complete it)
Experience	<ul style="list-style-type: none"> • Working with children or young people • Working and collaborating within a team
Skills and knowledge	<ul style="list-style-type: none"> • Ability to respond quickly and effectively to issues that arise • Ability to use own initiative and take action accordingly • Effective communication with adults and children • Ability to follow instructions from senior team members • Ability to have a firm but fair approach to handling behaviour issues in line with the school's policies • Ability to build effective working relationships with colleagues
Personal qualities	<ul style="list-style-type: none"> • Commitment to supporting and understanding pupil needs • Uphold and promote the ethos and values of the school • Maintain confidentiality at all times • Commitment to safeguarding, equality, diversity and inclusion