

Job Description

Post Title: Senior Lunch Supervisor
Job Ref Number: 1093 - Grade D
Responsible to: Headteacher
Responsible for: N/A

Purpose of the Job

To supervise and assist children during lunchtime, inside the school and in the playground, to ensure a safe and positive learning environment is maintained and that all children behave in an appropriate manner.

The Senior Lunchtime Supervisor is responsible for the supervision of children and the Lunchtime Supervisors.

Understand and implement all Safeguarding policies and procedure in relation to working with children and young people.

Job Context

- Senior Lunchtime Supervisors work in primary, secondary and special schools, looking after children during the lunch break. This role covers a range of activities to ensure that lunchtimes at school are a safe and effective part of children's education and development.
- During the meal, activities include monitoring children to encourage them to eat healthy lunches, helping children who are having difficulties, for example with cutting up food, encouraging good table manners, and ensuring that behaviour does not become too boisterous.
- After the meal, Senior Lunchtime Supervisors supervise children in the playground (or in the hall or classroom in wet weather), stop any dangerous behaviour, deal with any quarrels or fights, comfort children who are upset, they may deal with and follow procedures for minor injuries such as cuts, grazes and bruises, and they may organise games.
- Senior Lunchtime Supervisors are usually experienced Senior Lunchtime Supervisors that have the additional responsibility of organising the work of other Lunchtime Supervisors to ensure that there is appropriate cover for supervising children during the lunchtime period.

Main Accountabilities

1. Provide a safe environment for children and take responsibility for supervising and assisting children and organising Lunchtime Supervisors over the lunchtime period. To make decisions to resolve problems and issues that may arise during the lunchtime period.
2. Organise the work rota and assign duties to Lunchtime Supervisors, calling in replacement staff or recruiting the help of teaching staff if necessary to cover for absence, to ensure that there are adequate staff to provide supervision of children throughout the lunchtime period.
3. To monitor children in the dining room in order to encourage children to eat healthy, balanced lunches.
4. Address any misbehaviour by children and control children from entering restricted areas or leaving the premises without authorisation to ensure their safety and wellbeing and to manage behaviour using approved sanctions outlined by the school.
5. Set up and clear away tables and benches/chairs in dining areas; clean up any spillages of food and drink, and sweep the floors once they have been cleared, to ensure that the dining areas are ready for children to use when required, and that the floors are kept clean and safe.
6. Ensure there is adequate provision of resources, including play equipment and organised games, to keep children occupied during the lunchtime period and to organise the lunchtime period and coordinate duties with colleagues to ensure an appropriate balance of dining and recreation time for children.
7. Liaise with teaching staff to share information, concerns and issues regarding children to ensure that there is continuity in helping to solve any issues or problems throughout the school.
8. Deal with, record and make appropriate decisions concerning first aid incidents and illness to ensure maximum safety for the children during lunchtime. Check, monitor and resolve health and welfare issues, and where necessary refer these to appropriate members of staff.
9. Organise and decide on procedures and activities in the event of wet weather and to undertake a regular review of successful and unsuccessful sessions to ensure that children are happy and occupied during the lunchtime period.

Safeguarding

1. Make sure pupils remain on the school premises during the midday break.
2. Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching / reporting individuals.
3. Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child.
4. Promote the safeguarding of all pupils in the school.

Additional Requirements

This job description outlines the main duties of the post but does not exclude other duties, which may be undertaken to ensure the efficient operation of the school. Other duties required will be consistent with those listed above and appropriate to the title and grade of the post.

PDET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

	Essential	Desirable
Qualifications and Experience	Experience of working as a Lunchtime Supervisor. Experience of working with children in an educational setting. Able to demonstrate interest in working with and interacting with children.	
Knowledge and Understanding	An awareness and ability to identify issues that children may experience and how they can be resolved. An awareness of child protection issues, willing to be DBS checked and ability to problem solve and communicate adequately concerning issues with staff and children.	Awareness of equal opportunities.
Skills	Good communication and listening skills.	Manual handling skills.