

Job Description

Job Title:	Lunchtime Supervisor
Salary/Grade:	Grade 2 - (SCP 4 to 6)
Academy Name:	Pye Green Academy
Location/Address:	Rosehill, Hednesford, Cannock, Staffordshire WS12 4RT

Greenheart Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references, which will be requested prior to the interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.

Purpose of the Post

Pye Green Academy is a two form entry primary school situated on the edge of Cannock Chase. We were judged 'Good' at our last Ofsted inspection in 2023. We have high aspirations for excellent outcomes for our pupils and families.

We are a committed team, focused on success and would warmly welcome aspirational and motivated applicants who would like to join us on our journey to provide the best possible learning opportunities for our children.

You will work as part of a team, assisting the Senior Lunchtime Supervisor/Headteacher in securing the safety and welfare of pupils during the midday break. This will involve effective supervision of pupils in and about the premises and site(s) of the school.

Relationships: Responsible to the Headteacher and Senior Lunchtime Supervisor.

Duties and responsibilities attached to this post are as follows:

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- Principle Duties
- Supervision and control of pupils in the dining hall
- Supervision and control of pupils in the playground and about other school premises
- Associated ancillary duties
- Main Duties and Responsibilities (as appropriate to nature/phase of school)

Supervision and control of pupils in the dining hall including:

- 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
- 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

- Directing pupils to seats, deciding on seating arrangements, separating problem pupils where necessary
- Encouraging pupils to eat (including those with packed lunches) especially those with special needs or disabilities.
- 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
- Encouraging social skills and good table manners, ensuring safety with knives and forks. Ensuring pupils tidy/clear up in a satisfactory manner
- Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff
- Dealing with anybody spillages in the dining hall in accordance with infection control procedures, ensure pupil goes to the medical room if appropriate
- Sharing responsibility with other Lunchtime Supervisors and/or teacher for the maintenance of order and discipline in the dining hall area.

Supervision and control of pupils in the playground and about other school premises, including:

- Where appropriate, collecting pupils from classrooms if going straight into the playground, ensuring they are adequately dressed for the prevailing weather conditions where necessary
- 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 Headteacher/Senior Lunchtime Supervisor
- Direction of pupils to the playground and supervision of their activities and behaviour, ensuring their safety and wellbeing, providing emotional support where necessary
- Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc. Occasionally participating in games
- Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school
- Reporting any bad behaviour, assaults, carrying of weapons/banned substances by pupils to the Headteacher/Senior Lunchtime Supervisor
- Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather. Occupying pupils in various games and activities Ensuring in accordance with instructions given that all pupils return to the care of teachers at the end of the lunch period.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

Developed by:	Sarah Yates	Date of issue:	May 2023
Postholder Signature:		Date:	