

Lunchtime Supervisor (Special School) – Grade 5

Job purpose

As a Lunchtime Supervisor you will work as part of a team to be responsible for the supervision of pupils with additional needs on the school site throughout the midday break.

You will assist in securing the health, safety, welfare and good conduct and behaviour of pupils, including encouraging their independence in accordance with the practices and procedures of the school.

Key areas of responsibility and expectations

- Expected to carry out your duties under the guidance and direction of your line manager/Senior Lunchtime Supervisor, and in line with the school's policies, procedures, relevant legislation and requirement.
- Work professionally and be a positive role model, upholding and exemplifying the school's values, to ensure that the school site and buildings are of the highest standards to visit, work and learn in.
- Develop positive professional relationships with colleagues including, recognise and respect the role and contribution of colleagues, parents and stakeholders.
- Take responsibility for your own professional development and participate in relevant training/CPD to improve practice, through observation, reflection, evaluation and discussion with colleagues as required by the Head Teacher.
- Actively support the school's commitment to safeguarding and promoting the welfare of children and young people by following relevant statutory guidance along with the school's policies and practices. Refer to the school's website for further information.

Supervision and Care of Pupils on School Premises

- Supervise areas, both indoors and outdoors, where pupils congregate during lunchtime, maintaining Health & Safety practices.
- Take account of relevant practices and procedures, to supervise and monitor activity areas, corridors, toilets, classrooms, etc. as required.
- Supervise pupils eating their meal on school premises, in specified areas set aside for dining purposes which includes issues such as dealing with spillages.
- Supervise queues waiting to enter specified dining areas.
- Provide all aspects of personal care to pupils, ensuring this is carried out to a high standard, as per school guidance and direction. i.e., toileting, dressing, sickness, intimate care issues, as appropriate.
- Assist with the delivery of food to pupils, and with the general feeding, including gastrostomy feeding. Support pupils in learning important skills related to food and eating.
- Ensure pupils retain individuality, personal dignity and encouraging independence and self-esteem.

- As required, in line with the school's policy and procedures, to assist in medically related issues. e.g., administering medication, physiotherapy treatment, occupational therapy, speech and language programmes.

Promoting Positive Behaviour

- Encourage positive behaviour through implementation of school's behaviour policies and practice and dealing with incidents as directed.
- Encourage pupils understanding and knowledge of the impact of their actions within the remit of Health and Safety.
- Assist within the parameters of school positive behaviour practices and procedures, assist as appropriate to promote the maintenance of Health and Safety.
- Provide information to the Senior Lunchtime Supervisor for the recording of incidents or occurrences.

Promoting Personal and Social Skills

- Encourage pupils to maintain hygiene standards (e.g. washing hands after toileting).
- Encourage pupils to leave all areas in a tidy condition.
- Encourage good relations between pupils and adults through informal discussion and play situations.
- Organise the distribution and collection of lunchtime equipment and supervise activities where necessary.
- Be actively involved and encourage lunchtime games.
- Encourage and develop social skills such as mutual respect and trust.
- Awareness of cultural and social factors which may have an effect on the supervision of the pupils.

Appropriate Communication

- Report accidents or other occurrences such as child protection issue immediately to the Senior Lunchtime Supervisor.
- As necessary pass on verbal or written information to the Senior Lunchtime Supervisor or appropriate staff.
- Liaise with the kitchen staff as appropriate for issues related to lunchtime supervision.

Use of Supporting Equipment

- Ensure the correct and safe use of equipment. i.e. lifts, hoists, mobility equipment and medical aids.
- Provide assistance and advice to staff on the correct use of equipment.
- Assist with the carrying out of basic routine safety checks of equipment and report any fault to the Head teacher/Senior Lunchtime Supervisor.

Employee Specification

To be shortlisted for the role, please demonstrate on your application form how you currently meet the “Essential” criteria, and the “Desirable” criteria wherever possible.

Knowledge, qualifications, skills and experience	Shortlisting criteria
Experience of working with children/young people.	Essential
Experience of working with children with Special Educational Needs or complex needs.	Desirable
Literacy and numeracy in order to be able to complete documentation and receive instructions.	Essential
Experience of encouraging the development of relationships between children.	Essential
Awareness of the importance of Health and Safety in relation to the working environment, use of equipment and to ensure children are able to play safely.	Essential
Supportive and effective team member.	Essential
Awareness of practices to safeguard children and promoting their wellbeing.	Essential
Commitment to ongoing training and development including.	Essential
Accepts an enhanced DBS and barred list check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential
Accepts standard screening plus any other medical screening as decided by the occupational health physician, appropriate to occupational risk. Any offer of employment is subject to satisfactory health clearance.	Essential

The following criteria’s may involve written exercises, group discussions, presentations, interview, practical tasks, etc., will be tested after the initial shortlisting and during the recruitment process.

1.	Ability to encourage pupils in constructive and cooperative play activities.
2.	Ability to communicate and engage professionally with children, staff and parents.
3.	Emotional resilience and ability to react in a calm and positive manner to difficult situations which may arise amongst children.
4.	Awareness of Safeguarding procedures and issues.
5.	Ability to work as a team member and follow instructions.

General information

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge and remit of the job.

For Office Use Only:

Job Category	SCHOOLS (Maintained)	Grading ID	44340
Job ID	44340	Last Updated	Jan 2025

Contractual Variants

DBS Category	Children's Workforce	DBS Type	Enhanced + Child Barred list
Health Check	Yes	Other	
Checked by HR	Yes		