



HALL GREEN SCHOOL
JOB DESCRIPTION
POST: LUNCHTIME SUPERVISOR

Post Title	Lunchtime Supervisor
Purpose	As part of a team assisting the Senior Lunchtime Supervisor/Headteacher in securing the safety, and welfare of pupils during the morning and midday break, as required. This will involve effective supervision of pupils in and about the premises and site(s) of the school
Reporting to	Senior Lunchtime Supervisor
Core tasks and responsibilities:	
Principle Duties	<ul style="list-style-type: none"> • 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.
Supervision and control of pupils in the dining hall	<ul style="list-style-type: none"> • 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. • 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 any body 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	<ul style="list-style-type: none"> • Direction of pupils to the playground and supervision of their activities and behaviour, ensuring their safety and well-being, providing emotional support where necessary. • Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc. • 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

	<p>pupils in various games and activities.</p> <ul style="list-style-type: none"> Ensuring in accordance with instructions given that all pupils return to the care of teachers at the end of the lunch period.
Associated Ancillary Duties	<ul style="list-style-type: none"> Checking toilet areas regularly for signs of pupil smoking/vandalism, blockage of toilets/wash basins and to ensure pupils are not loitering or playing in toilet areas. Reporting any damage or blockages to Caretaking staff Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the School's agreed procedures. Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures.
Child Protection	<ul style="list-style-type: none"> To have due regard for safeguarding and promotion of the welfare of children and young people. To follow the child protection procedures adopted by the school.
Generic responsibilities of all Hall Green School Staff	<ul style="list-style-type: none"> To work consistently to uphold the school's mission statement. To follow all school policies. To work in a cooperative and polite manner with staff and all other Stakeholders. To work with students in a courteous, positive, caring and responsible manner at all times. To follow child protection measures and in so doing ensure that pupil safety and wellbeing is never compromised. To take an active part in the school's commitment to the development of staff and the appraisal procedure. To work with visitors to school in a way that upholds the school's reputation. To seek to improve the quality of the service the school provides. To present oneself in a professional way that is consistent with the values and expectations of the school. To carry out, in good grace, any other duty deemed reasonable by the Headteacher.
<p>The post holder will be subject to appraisal objectives which will be agreed and reviewed annually. The post holder is expected to carry out such other duties as may reasonably be assigned by the Headteacher.</p> <p>The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	