

Lunchtime Supervisor

Job Description

Grade: GR2 subject to formal evaluation under the Pay Equity Review

All persons working in this school:

- will have responsibility for promoting and safeguarding the welfare of every child.
- must adhere to the ethos of the school by promoting the agreed vision and aims of the school and set an example of personal integrity and professionalism.

1. Job Purpose

- 1.1 As part of a team, assisting in securing the effective supervision, 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/setting

2. Key Responsibilities

Supervision and control of pupils in the dining hall including:

- 2.1 Where appropriate, assist/supervise pupils with their general hygiene requirements (washing, toileting changing clothing etc. in accordance with school policy)
- 2.2 Organising dinner time and organisation of pupils during the midday period; ensuring safety, 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/Nursery Manager according to severity of incident
- 2.3 Supporting pupils to seats, deciding on seating arrangements, separating pupils where necessary
- 2.4 Encouraging and supporting pupils to eat, especially those with special needs or disabilities, taking into account safe eating for various developmental stages

- 2.5 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
- 2.6 Encouraging social skills and good table manners, ensuring safety with knives and forks. Ensuring pupils tidy/clear up in a satisfactory manner
- 2.7 Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff
- 2.8 Dealing with any spillages in the dining hall in accordance with infection control procedures, ensure pupil goes to the medical room if appropriate
- 2.9 Sharing responsibility with other Lunchtime Supervisors and/or practitioners for the maintenance of order and discipline in the dining area.

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

- 2.10 Where appropriate, collecting pupils from classrooms if going straight into the playground, ensuring they are adequately dressed for the prevailing weather conditions where necessary
- 2.11 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
- 2.12 Direction of pupils to the playground and supervision of their activities and behaviour, ensuring their safety and well-being, providing emotional support where necessary
- 2.13 Preventing bullying, being aware of changes in friendships or emotions, encouraging socialising, play etc. and participating in games
- 2.14 Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school

- 2.15 Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather. Occupying pupils in various games and activities
- 2.16 Ensuring in accordance with instructions given that all pupils return to the care of practitioners at the end of the midday period

Associated Ancillary Duties:

- 2.17 Checking toilet areas regularly, for 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
- 2.18 Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the school's agreed procedures
- 2.19 Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures
- 2.20 Assist with cleaning the dining area at the end of lunchtime

General

- 2.21 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.22 To ensure all tasks are carried out with due regard to Health and Safety
- 2.23 To adhere to the ethos of the school
 - 2.23.1 To promote the agreed vision and aims of the school
 - 2.23.2 To set an example of personal integrity and professionalism
 - 2.23.3 Attendance at appropriate staff meetings and parents evenings
- 2.24 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. Supervision Received

- 3.1 Supervising Officer's Job Title:
- 3.2 Level of supervision:

1. Regularly supervised with work checked by supervisor
2. ~~Left to work within establishment guidelines subject to scrutiny by supervisor~~
3. ~~Plan own work to ensure the meeting of defined objectives~~

4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

5. Special Conditions

5.1 None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.		-
Experience Relevant work and other experience	Experience working with children Experience working in a team	AF/I AF/I
Skills & Ability	*Delete if not applicable	AF/I

e.g. written communication skills, dealing with the public etc.	*An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	AF/I
	Be committed to the ethos and values of the school	AF/I
	Be able to encourage children to achieve these aims through keeping the school's behaviour code	AF/I
	Develop good appropriate relationships with children and staff	AF/I
	Communicate positively and effectively to children and listen to them	AF/I
	Actively contribute to a happy safe and supportive play environment	AF/I
	Able to work within a team	
Training	Willing to undertake appropriate training	AF/I
Other	Approachable, sympathetic, enthusiastic, patient, resourceful	AF/I

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

Date:
