

## Lunchtime Supervisor job description

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<b>Post:</b>	Lunchtime Supervisor
<b>Type:</b>	Permanent
<b>Salary:</b>	£20,472 - £20,952 FTE (£3,819-£3,908 pro rata)
<b>Hours:</b>	Term time only (39 weeks per year, including five INSET days) Part time, 1.5 hours per day between the hours of 11.30am – 1pm

### **Job Purpose**

Securing the safety and welfare of pupils during the midday break. This will involve effective supervision of pupils in and about the premises of the school.

### **Key Responsibilities**

#### **Supervision of pupils in the dining room, including:**

- Where appropriate, assist/supervise pupils with their general hygiene requirements prior to and after lunch.
- Organising pupils queuing at lunchtime and their movement in and out of the dining room and playground, ensuring excellent behaviour and a calm atmosphere.
- Maintaining high standards of behaviour, in line with school policy and procedures and following school routines and rituals.
- Laying tables and setting up the dining room prior to service.
- Ensuring a calm atmosphere, polite manners and high quality conversation whilst children enjoy their meal.
- Encouraging all pupils to develop adventurous and healthy eating habits.
- Being aware of pupils on special or restricted diets.
- Encouraging social skills and good table manners, ensuring the correct use of cutlery and promoting pupil independence at every opportunity.
- Cleaning up any spillages.

#### **Supervision of pupils in the playground and about the school premises, including:**

- Ensuring that pupils are supervised at all times.
- Ensuring that pupils move safely around the building and premises.
- Challenge any strangers who may enter school premises in accordance with school guidelines and report to office and senior staff.
- Supervising and engaging pupils in the sky garden/playground, ensuring their safety and wellbeing.
- Supervising fair distribution of playground equipment and ensuring that it is put away at the end of the break.
- Actively interacting with pupils and engaging in purposeful play activities.
- Dealing with any inappropriate behaviour in line with school policies.
- Supervision of pupils inside school premises during wet playtimes, engaging pupils in stimulating games and activities.
- Ensuring that pupils are returned to the care of other staff at the end of the lunch break.
- Implementing the school's safeguarding policy, health and safety protocols and fire-drill/lockdown procedures correctly.

#### **Associated ancillary duties, including:**

- Checking toilet areas regularly.

- Ensuring that any pupils who suffer minor accident are supported promptly in accordance with the school's health and safety policies.
- Accompanying pupils to the toilet where necessary, in line with school policy.

#### **General statements**

- Required to carry out all reasonable duties and responsibilities of the post, as directed by the Head Teacher, in accordance with the school's policies and procedures.
- Undergo and meet school conditions for a satisfactory enhanced DBS check.
- Comply with all legislation and school policies regarding safeguarding, health and safety, and data protection requirements.
- Comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the school's policies and procedures.
- Treating all information acquired through your employment, both formally and informally, in strict confidence.
- Recognise, respect and value difference. Strive to remove barriers and disadvantages which people may face, in relation to disability, ethnicity, gender, religion, belief or faith and sexual orientation.

#### **General requirements**

- Contribute as an effective and collaborative member of the school team.
- Participate in training to be able to demonstrate competence.
- Contributing in meetings and being a supportive member of the school team.
- Promote the vision and agreed aims of the school.
- Demonstrate teamwork and professionalism at all times.

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

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head Teacher to carry out appropriate duties within the context of the job, skills and grade.

Name of Post holder .....

Date of issue: .....

Signature of Post holder: .....

Signature of Head Teacher: .....

## Person specification

### Lunchtime Supervisor

	Essential	Desirable
<b>Education, Training and Qualifications</b>		
Willingness to participate in development and training opportunities	✓	
Experience of working in schools or caring for children of relevant age (EYFS/KS1) or similar environment	✓	
Competent at reading and writing English	✓	
Paediatric First Aid certificate		✓
Food Hygiene Certificate		✓
<b>Skills, knowledge and attitudes</b>		
Able to apply first aid and effectively support pupils who have had a minor accident or who have a medical condition	✓	
Able to apply basic food hygiene during the serving of meals and throughout mealtimes	✓	
Able to lead structured play sessions	✓	
Ability to form and monitor appropriate relationship and personal boundaries with children and young people	✓	
Able to support and develop children's play and to communicate effectively with young children	✓	
Ability to contribute to ideas for the ongoing development and improvement of lunchtime provision	✓	
Able to follow systems and procedures	✓	
Ability to manage behaviour in a calm and positive way and conduct positive behaviour management	✓	
Able to implement Health and Safety and Safeguarding procedures	✓	
Able to work constructively as part of a team, understanding roles and responsibilities.	✓	
Able to ensure confidentiality at all times	✓	
Have an understanding of, and commitment to, the school's equal opportunities policy	✓	
<b>Personal attributes</b>		
Reliable	✓	
Flexible	✓	
Emotionally resilient	✓	
Committed to continuing professional development	✓	
Use own initiative	✓	
Team player	✓	