

THE HEIGHTS ACADEMY

JOB DESCRIPTION - LUNCHTIME SUPERVISOR

Purpose of job

As part of a team, in assisting SLT 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.

Principle Duties & Responsibilities

- 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 are indicated here. Other duties of an appropriate level and nature will also be required.

Supervision and control of pupils in the dining hall, including where appropriate:

- 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 SLT when necessary.
- Directing pupils to assigned eating area, deciding on seating arrangements, separating problem pupils where necessary.
- Supporting pupils in collecting their lunch.
- Encouraging pupils to eat, including those with packed lunches. 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 where necessary.
- Encouraging social skills and good table manners, ensuring safety with knives and forks. Ensuring that those pupils that can tidy/clear up in a satisfactory manner.
- Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff.
- Returning equipment etc to returns counter.
- Dealing with 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 schools 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/school 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,
- 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.
 - Participating in games. Discouraging any dangerous activities.
 - Actively participating in supporting those children that need support with their individual play needs.
 - Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school.
 - Reporting any bad behaviour.
 - 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.

Associated Ancillary Duties:

- Checking toilet areas regularly for signs of pupil damage, blockage of toilets/wash basins and to ensure pupils are not loitering or playing in toilet areas. Reporting any damage or blockages to Office Manager.
- 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

Safeguarding:

- To have due regard for Safeguarding and promoting the welfare of children and young people and to follow the Safeguarding procedures adopted by the school.
- To work to the schools guidelines with regards to appropriate moving and handling of children and child protection.
- To undertake mandatory training (moving and handling of children and child protection) as directed.

Responsible to

SLT

Level of Supervision

Regularly supervised with work checked by supervisor.

Special Conditions

Staff should make themselves available for mandatory training in order to fulfil the job requirements. Staff should note that there may be variations in the school holidays between schools. Annual holidays should be taken during the school holidays. Leave of absence during school session time may only be taken in exceptional circumstances, at the discretion of the Head Teacher and subject to the exigencies of the service.

**PERSON SPECIFICATION
LUNCHTIME SUPERVISOR**

	ESSENTIAL	DESIRABLE
QUALIFICATIONS		NVQ level 2 or equivalent
PROFESSIONAL DEVELOPMENT	A willingness to undertake further training.	
EXPERIENCE	Proven experience of working with children.	Experience of work with children having special educational needs.
SKILLS AND ABILITIES	<p>Good interpersonal and communication skills.</p> <p>Ability to relate well to children.</p> <p>Ability to follow all manual handling guidelines (there is a significant level of this in the post).</p>	The ability to use signing and symbol systems to communicate.
OTHER	<p>An awareness, understanding and commitment to equal opportunities.</p> <p>Ability to work as part of a team.</p> <p>Ability to follow workplace health and safety guidelines including fire, child protection and personal care.</p> <p>Ability to follow written and verbal instruction (e.g. mealtime plans)</p>	Ability to cope with minor accidents

