



## **JOB DESCRIPTION**

### **LUNCHTIME SUPERVISOR**

Job Title:	Lunchtime Supervisor
Responsible to:	Cook, Deputy, SLT and Headmistress
Salary (Age dependent):	National Living Wage and the National Minimum
Hours:	Monday to Friday from 11.45am till 1.45pm (Term time only – 36 weeks)

### **JOB PURPOSE**

- To ensure the supervision, safety and welfare of pupils during the mid-day break; in the classroom, dining areas, playground and circulation areas.
- To act as an integral part of the school staff team, and as such to make a contribution to the overall aims of the school, working within agreed policies and procedures.

### **OBJECTIVES**

- To establish and maintain effective relationships with pupils, and provide care and support to them during lunch break activities.
- To develop and maintain working relationships with other school staff, and to review and develop own skills and practices.
- To contribute to the management of pupil behaviour and security.
- Assist with the management of communal areas and activities.

### **MAJOR AREAS OF RESPONSIBILITIES**

- Provide the appropriate level of support and supervision needed by pupils to promote independence and good social behaviour, taking into account their educational, cultural and/or religious background.
- Awareness of, and adherence to, current health and safety legislation and approved codes of practice as advised in the school's health & safety policy.
- Assisting with the management and control of school equipment and resources to meet the day to day needs of the school.
- Develop and maintain effectiveness as a member of the school staff by taking responsibility for own continuing learning and development in respect of their role.

## **RESPONSIBILITIES / DUTIES**

- Contribute to the development and maintenance of school policies which encourage positive pupil behaviour and always follow agreed behaviour management procedures.
- Monitor the movement and activities of pupils around the school grounds and ensure that all pupils remain secure on the school premises during their lunch break and that no child leaves the site without the explicit permission of a member of the teaching staff and/or with parental consent.
- At the end of lunch, and using the school's established behaviour management system, report to the Class Teacher any observed pupil behaviour or any particular incident, which in their opinion is either (a) unacceptable or contrary to school standards, or (b) in the interest of the pupil warrants further consideration.
- Fill in the necessary forms.
- Report details of any unknown or unauthorised visitors to the duty teacher at the earliest opportunity.
- Reporting situations which potentially pose a danger to any pupil or member of staff in the school.
- Undertake duties in such a way as to ensure that the school has a safe and welcoming environment. Be familiar with all the school's policies concerning the safety of pupils.
- Assist with the preparation of tables, chairs and other facilities to be used by pupils during their lunch break. Clean up any spillage of food or drink during the meal and assist with the clearing away of the facilities when the lunch break is over.
- Overall responsibility for the tidiness of and general order in the dining areas during the school lunch break. Clean tables and help put them away.
- Participate in appropriate staff meetings and contribute to the development of policies and procedures relating to lunch break management.
- Provide effective support for all other members of the school staff by sharing own knowledge and expertise in a positive and constructive manner.
- Take an active role in supporting and developing a culture of team working for the benefit of pupils both individually and collectively.
- Work effectively with all other staff in the school, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school.
- Attend training activities relating to the role which are provided by the school.
- To be on duty in the area allocated and the time allocated
- To supervise pupils to ensure good behaviour in and around school
- To report to the Headmistress any health or safety hazards
- To adhere to all school policies and procedures that affects you and your duties (e.g. fire; accident reporting; no smoking etc.)
- To administer first aid where necessary
- To report any accidents and request assistance from the school's first aider as required
- To refer any queries by parents about pupils to the Headmistress
- To supervise pupils at the dinner table and ensure pupils eat in an orderly fashion
- To supervise pupils in the playground if appropriate
- Supervise the clearing of tables, return, stack and clearing of dirty plates
- Supervise and assist pupils with packed lunches and ensure clearance of waste
- Ensure the removal of food and litter in the dining hall by pupils to maintain satisfactory standard
- To supervise pupils in allocated areas during inclement weather

- Other duties as may reasonably be allocated by the Headmistress
- To check that children do not congregate in out of view areas

***Lunchtime supervisors may also be required to carry out the following duties:***

- Assist pupils with fastening of their coats and taking off of overalls
- Encourage pupils to eat the meal provided; Assist with the serving and clearing of the meal; the cutting up of food and training pupils in the use of cutlery and table manners
- Set and lay tables for pupils with packed lunches from home, sweeping up and cleaning tables at the end of lunch break
- The **Lunchtime Supervisor** post is accountable to the Headmistress and has no posts for which (s)he is the line manager.

**EQUALITIES**

- Be aware of and support difference and ensure that the pupil has equality of access to opportunities to learn and develop

**HEALTH AND SAFETY**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

**ADDITIONAL INFORMATION**

- The post holder is required to contribute to and support the overall aims and ethos of the school.
- All members of staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

**The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**

**WORKING ENVIRONMENT**

- The post may include clearing up blood or other bodily fluids of children.

NB. This post is exempt from the rehabilitation of Offenders Act 1974, applicants must be prepared to disclose any convictions/cautions they may have and any orders which have been made against them.

**Annual Review:**

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

**Safer Recruitment:**

Newbridge Preparatory School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will undertake your role and responsibilities in accordance with Newbridge Preparatory School Child Protection Policy and Guidelines. The successful applicant will be required to have an enhanced DBS disclosure.