



Job Title: : Lunchtime Supervisor	Salary Range: Grade 2 SCP 11-19
Accountable to: Senior Lunchtime Supervisor, Business Manage, Headteacher	Working Hours: Monday – Friday, 6.5 Hours (TTO)

This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.

Job Purpose

As part of a team assisting the Senior Lunchtime Supervisor in securing the safety and welfare of pupils during the midday break. This will involve effective supervision of students in and about the premises and site of the academy.

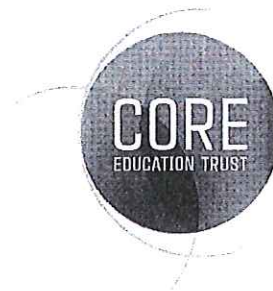
Duties and Responsibilities

- Supervision and control of students in the dining hall
- Supervision and control of students in the playground and about other academy premises
- Organising dinner queues and the entrance of students into the dining hall and from the dining hall to the 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 students to seats, deciding on seating arrangements, separating problem students where necessary
- Encouraging students to eat (including those with packed lunches) especially those with special needs or disabilities
- Being aware of students on special or restricted diets for medical reasons from information provided at the academy. Assisting students with cutting up food, pouring liquids etc where necessary
- Encouraging social skills and good table manners, ensuring safety with knives and forks
- Ensuring students tidy/clear up in a satisfactory manner
- Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to students/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 the academy entrance during lunch break to ensure students do not leave the playground without permission/authorisation. Check on any strangers



who may enter academy premises in accordance with academy guidelines, be observant of any loiterers and report to Headteacher/Senior Lunchtime Supervisor

- Direction of students 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. Occasionally participating in games
- Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the academy
- Reporting any bad behaviour, assaults, carrying of weapons/banned substances by pupils to the Headteacher/Senior Lunchtime Supervisor
- Supervision and control of students inside academy premises when they are not allowed outside in inclement weather. Occupying students in various games and activities
- Ensuring in accordance with instructions given that all students return to the care of teachers at the end of the lunch period
- Checking toilet areas regularly for signs of student smoking/vandalism, blockage of toilets/wash basins and to ensure students are not loitering or playing in toilet areas. Reporting any damage or blockages to Facilities staff
- Ensuring that any students who suffer accident or injury are dealt with appropriately in accordance with the academy's agreed procedures
- Being aware of cultural differences between students, dealing with any incidents of racism or sexism in accordance with agreed procedures
- Assist with cleaning the dining hall at the end of lunchtime
- To have due regard for safeguarding and promotion the welfare of children and young people and to follow the child protection procedures adopted by the academy
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings
- To participate in the operation of the Academy's Appraisal Scheme
- Such other duties as may be appropriate to achieve the objectives of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes



Responsibilities

Safeguarding

- The jobholder is expected to observe their obligations in accordance with the Park View Educational Trust Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Child Protection Procedure can be obtained from the jobholder's line manager.

People

- no specific responsibility for people, however the jobholder must observe their safeguarding, health and safety, confidentiality, data protection, and equality and diversity obligations, as set out in this job description

Staffing

- no direct reports or staffing responsibility'

Financial

- no financial responsibility other than a responsibility to report to the Principal, Executive Principal or Chair of Governors any financial risks identified e.g. cash not secured, potential theft or impropriety

Physical Resources

- The post holder will be responsible for the physical resources required to perform their role e.g. computer, software.

Special conditions of Employment

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with Park View Educational Trust Disciplinary Procedure.

Health and Safety



The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in Park View Educational Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Equality and Diversity

Park View Educational Trust is committed to equality and values diversity. As such it is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

Training and Development

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Academy they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job Description Reviewed by: Headteacher Date: April 2019
