

GLF Schools - Job Description

Job Title	Lunchtime Supervisor	Job Reference	MLPS-LS-060716
Location	Marden Lodge Primary School, Caterham	Travel required	Y/N
Core purpose			
To supervise children both in the dining area and in play areas to ensure the orderly conduct, welfare and safety of children during school lunch breaks.			
Key Accountabilities			
Main Duties			
- To ensure that children/students remain within the permitted areas of the school during the lunch break and to intervene in any situation where the safety of a child may be at risk. - To supervise the movement of children between classrooms, and play and dining areas from the start of the lunch break until classes re-commence, and to ensure orderly conduct in the dining area. - To give comfort and support to individual children. - To initiate and encourage positive play. - Observe all children in the supervision area and, where necessary, instruct an individual child, or children, to move to another area of the playground, explaining the reason for this decision. - Stop any activity by children which may become too boisterous and may result in an accident. - In the event of an accident follow normal first aid rules, remain with the child and immediately arrange for a child to summon help from other staff. Ensure that the incident is properly recorded. - Report any incident that has given cause for concern to the Senior Midday Supervisor. - Ensure that, where necessary, children form quiet, orderly queues, and behave in an appropriate manner while eating. Assist children as necessary. - In cases of serious misconduct or disobedience, summon assistance from other members of staff. - Approach any individual child who appears to be distressed and see if the child wants an adult to talk to. If there appears to be a significant problem either at home or at school, suggest that it might be helpful to confide in the class teacher, deputy head or Headteacher of the situation. - Organise play activities that are age appropriate.			
Other Duties			
- Supervise the washing of hands by all children. - Clear dining hall tables in readiness for a second sitting, where appropriate. - Check and supervise corridors and toilets during lunch period.			
Accountability			
- Senior Midday Supervisor. - Headteacher - GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.			
Safeguarding			
GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.			

The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.