

Personal Specification



NAME:

Grade: Grade 2

JOB DESCRIPTION: Lunchtime Supervisor

Job Purpose:

As part of a team assisting the Lead Lunchtime Supervisor(s)/Leadership

Team 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.

LINE MANAGEMENT / SUPERVISION:

Responsible to: Lead Lunchtime Supervisor(s)

Responsible for: Nil staff

Liaison with: Internal - all school teaching & support staff, and students

Principle Duties

- 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 (as appropriate to nature/phase of school)

- Supervision and control of pupils in the dining hall
- Where appropriate, assist/supervise pupils with their general hygiene requirements
- Organising dinner queue and entrance of pupils into the dining hall and from the 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 the Leadership Team/Lead Lunchtime Supervisor(s) according to the severity of the incident
- Directing pupils to seats, deciding on seating arrangements, separating problem pupils where necessary
- Encouraging pupils to eat (including those with packed lunches) especially those with special needs or disabilities
- Being aware of pupils on special or restricted diets for medical reasons from information provided at the school
- Encouraging social skills and good table manners, ensuring safety with cutlery. Ensuring pupils tidy/clear up in a satisfactory manner
- Cleaning up/reporting spillages
- Dealing with any medical issues and ensuring 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 school premises, including:
- Supervision and control of the school site boundaries during lunch break to ensure children do not leave the site without permission/authorisation. Check on any strangers who may enter

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school premises in accordance with school guidelines, be observant of any loiterers and report to the Leadership Team /Lead Lunchtime Supervisor(s)

- Direction of pupils to the school grounds and supervision of their activities and behaviour, ensuring their safety and well being, providing emotional support where necessary
- Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc.
- Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school
- Reporting any bad behaviour, assaults, carrying of weapons/banned substances by pupils to the Leadership Team / Lead Lunchtime Supervisor(s)
- To take appropriate action, in accordance with the school policy, in the event of behaviour issues during the lunch period
- 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 smoking/vandalism, blockage of toilets/wash basins and to ensure pupils are not loitering or playing in toilet areas. Reporting any damage or blockages to Site Team
- 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 etc. in accordance with agreed procedures
- Assist with cleaning the dining hall at the end of lunchtime.

Child Protection

- 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 school
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes in to contact with
- To ensure all tasks are carried out with due regard to Health and Safety.
- To undertake appropriate professional development including adhering to the principle of performance management
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parents evenings
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school

Meetings

The postholder will be required to attend appropriate school meetings, including;

- School Support staff meetings
- Whole school meetings as appropriate
- Such other meetings and working parties as the Leadership Team / Lead Lunchtime Supervisor(s) may require

SUPERVISION RECEIVED

- Supervising Officer: Job Title: Lead Lunchtime Supervisor(s)
- Level of supervision:
Left to work within established guidelines subject to scrutiny by supervision

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SPECIAL CONDITIONS

SAFER RECRUITMENT

To, at all times, accept responsibility for safeguarding and promoting the welfare of children.

HANDBOOK

I understand that all school policies in the staff secure area are available on the school Intranet and it is my responsibility to familiarise myself with these policies.

REVIEW AND AMENDMENT

This Job Description will be subject to review in the light of the new opportunities and strengths that may be brought to the School.

This job description is normally subject to annual review. It may be amended at the request of the Headteacher or the post holder but only after full consultation with the post holder.

Signed: **Postholder**

..... **Headteacher**

..... **Date**

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CRITERIA	ESSENTIAL	M.O.A.
<p>EXPERIENCE</p> <p>(Relevant work and other experience)</p>	<ul style="list-style-type: none"> • Experience of working in a school or educational setting • Knowledge of safeguarding policies and procedures • Knowledge of Health and Safety in the workplace 	AF/I
<p>SKILLS AND ABILITIES</p> <p>(E.g. Written communication skills, dealing with the public)</p>	<ul style="list-style-type: none"> • Flexible and an adaptable person with the ability to work as part of a team • Ability to deal with the public and parents tactfully and courteously • Ability to establish and maintain cooperative and effective working relationships • Ability to communicate with children, parents and staff effectively • Ability to carry out oral and written instructions • Ability to use materials and equipment safely and effectively 	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
<p>TRAINING</p>	<ul style="list-style-type: none"> • Willing to actively participate in staff training 	AF/I
<p>OTHER</p>	<ul style="list-style-type: none"> • The ability to converse at ease with parents/pupils and members of the public and provide advice in accurate spoken English is essential for the post 	AF/I
<p>CONTRA INDICATION</p>	<ul style="list-style-type: none"> • Positive disclosures relating to children or vulnerable adults 	

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