Lunchtime Supervisor (LSUP) Job Description

Grade: JG1

Responsible To: Headteacher

Main Purpose of the Role

Working within a framework of duties set by the Headteacher; provide support for the social and personal needs of pupils, ensuring that they have a safe and healthy environment, during lunchtime break periods at the school.

To act as an integral part of the school staff team, and as such to contribute to the overall aims of the school, working within agreed policies and procedures.

To follow the Staff Code of Conduct which entails meeting the Performance Management targets and the standards of the school dress code.

To fulfil their job description, and to ensure they have read, understood and follow all safeguarding guidance including the Safeguarding Policy, Keeping Children safe in education: information for all school and college staff (from Working Together document) and the Guidance for safer working practice for adults who work with children and young people.

Qualifications and Experience

- No formal qualifications required but some experience of supervising children essential
- Some knowledge of first aid practice desirable
- Good interpersonal skills with adults and children.

Contacts

- Staff, pupils, student and work experience placements and parent helpers in school.

Key Duties and Responsibilities

Supporting the pupil and the curriculum:

- Establish and maintain effective relationships with pupils

i) Work with specified groups of pupils to achieve positive and effective supervision during the lunchbreak periods. This involves understanding and respecting the personal needs and preferences of pupils and using this knowledge to support their development.

- Support pupils during lunchbreak activities

Provide the appropriate level of support needed by pupils to promote independence and good social behaviour, at mealtimes and during other lunch break activities, responding to any signs of distress or conflict.

This will include helping individual pupils develop acceptable eating manners and orderly behaviour; the proper use of cutlery and drinking facilities and, where necessary, assist with the collection of food and the return of empty dishes.

- Provide care and support for the pupils'

i) Organise lunchtime playground activities to support, engage and enhance pupil's educational experience.

ii) Promote pupil well-being by encouraging them to develop good relationships with others, develop their self-reliance and self-esteem, and help them to practice good standards of personal health and hygiene.

iii) Apply simple first aid or in cases of accidents that are more serious or illness, ensure that the pupil receives the necessary care and attention promptly. Record any incidents according to school policy.

- Assist in meeting the specific needs of a pupil (or pupils)

Provide specific support any pupil (or pupils) with special and/or medical needs, taking into account their educational, cultural and/or religious background.

Support for Teachers:

- Observe and report on pupil behaviour

i) Responsible for reporting to the appropriate classroom teacher(s) 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.

ii) Responsible for reporting situations, which potentially pose a danger to any pupil or member of staff in the school.

Support for the School:

- Develop and maintain working relationships with other staff

i) Work effectively with all other staff in school, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school. Provide effective support for all other members of the schools staff by sharing own knowledge and expertise in a positive and constructive manner.

ii) Take an active role in supporting and developing a culture of team working for the benefit of pupils, both individually and collectively.

iii) Participate in appropriate staff meetings and contribute to the development of policies and procedures related to lunch break and playground management.

- Contribute to the management of pupil behaviour and security

i) Contribute to the development and maintenance of school policies, which encourage positive pupil behaviour and always follow agreed behaviour management procedures.

ii) Always 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 pupil.

iv) Supervise the movement of pupils to and from dining areas and ensure that all pupils in their care 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 parental consent. Report details of any unknown or unauthorised visitors to the headteacher.

- Assist with the management of eating areas

Liaising with the kitchen staff and/or meal providers, help with the preparation and set up of tables, benches and other facilities to be used by pupils during their lunch break. Clean up any spillage of food, water or sickness during

the meal, assist with the clearing away of tables and benches when the lunch break is over and clean the floor as needed.

- Review and develop own skills and practices

Develop and maintain effectiveness as a member of the school staff by taking responsibility for own continuing learning and development in respect of lunch break and playground duties. Attendance will be required at any training activities provided by the school.

Kaleidoscope Multi-Academy Trust are committed to ensuring outstanding safeguarding procedures and to promote the welfare of our pupils. The post holder is subject to the provisions of all child protection legislation, recruitment checks, DfE requirements, school level policies and Kaleidoscope's central policies governing staff who work with children.

Central to the planning and systems of Kaleidoscope Multi-Academy Trust are our 5 **C**'s:

1. Our schools are **C**hild-centric (focusing on the whole child)
2. **C**reative and innovative
3. **C**ommunity focused
4. **C**ollaborative but distinctive
5. We have a **C**ulture of high expectations and excellence, striving for and sharing best practice.

Please Note: This job description may be amended at any time following consultation between the CEO, Kaleidoscope Trust Board or Senior Leadership staff within a specific school(s) and LGB(s).

Job Description Acknowledgement

I have reviewed this job description and understand the duties and responsibilities involved. I am able to perform the essential functions as outlined and other tasks which may be involved. I have discussed any questions that I may have had about this role prior to signing this form.

Employee Signature: ……. Date: ……

Signed (& Initialed) on behalf of school: ……. Date: ……..

Please issue school stamp below if applicable.