educationIMPACT Academy Trust

Lunchtime Supervisor

Job Description

Grade: GR2

1. Job Purpose

1.1 As part of a team assisting the Senior Lunchtime Supervisor/Executive Head Teacher 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

2. Key Responsibilities

Supervision and control of pupils in the dining hall including:

2.1 Where appropriate, assist/supervise pupils with their general hygiene requirements (washing, toileting changing clothing etc. in accordance with School Policy) prior to entering the dining room

2.2 Organising dinner queue and entrance of pupils into dining hall and from 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 Executive Head Teacher/Senior Lunchtime Supervisor according to severity of incident

2.3 Directing pupils to seats, deciding on seating arrangements, separating problem pupils where necessary

2.4 Encouraging pupils to eat (including those with packed lunches) especially those with special needs or disabilities.

2.5 Being aware of pupils on special or restricted diets for medical reasons from information provided at the school. Assisting pupils with cutting up food, pouring liquids etc. where necessary

2.6 Encouraging social skills and good table manners, ensuring safety with knives and forks. Ensuring pupils tidy/clear up in a satisfactory manner

2.7 Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff

2.8 Dealing with any spillages in the dining hall in accordance with infection control procedures, ensure pupil goes to the medical room if appropriate

2.9 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:

2.10 Where appropriate, collecting pupils from classrooms if going straight into the playground, ensuring they are adequately dressed for the prevailing weather conditions where necessary

2.11 Supervision and control of the school entrance during lunch break to ensure children do not leave the playground without permission/authorisation. Check on any strangers who may enter school premises in accordance with school guidelines, be observant of any loiterers and report to Executive Head Teacher/Senior Lunchtime Supervisor

2.12 Direction of pupils to the playground and supervision of their activities and behaviour, ensuring their safety and well-being, providing emotional support where necessary

2.13 Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc. Occasionally participating in games

2.14 Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school

2.15 Reporting any bad behaviour, assaults, carrying of weapons/banned substances by pupils to the Executive Head Teacher/Senior Lunchtime Supervisor

2.16 Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather. Occupying pupils in various games and activities

2.17 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:

2.18 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 Caretaking staff

2.19 Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the School's agreed procedures

2.20 Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures

2.21 Assist with cleaning the dining hall at the end of lunchtime

General

2.22 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.

2.23 To ensure all tasks are carried out with due regard to Health and Safety

2.24 To adhere to the ethos of the school

2.24.1 To promote the agreed vision and aims of the school

2.24.2 To set an example of personal integrity and professionalism

2.24.3 Attendance at appropriate staff meetings and parents evenings

2.25 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. Supervision Received

3.1 Supervising Officer's Job Title: Senior Lunchtime Supervisor

3.2 Level of supervision:

~~1. Regularly supervised with work checked by supervisor~~

2. Left to work within establishment guidelines subject to scrutiny by supervisor

~~3. Plan own work to ensure the meeting of defined objectives~~

4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

Post Title	**Grade**	**No of Posts**	**Level of Supervision** (as in 3.2 above)

5. Special Conditions

5.1 None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation

Criteria	**Essential**	**MOA**
Education/ Qualifications NB: Full regard must be paid to overseas qualifications.		AF/C
Experience Relevant work and other experience	Experience working with children Experience working in a team	AF/I AF/I
Skills & Ability e.g. written communication skills, dealing with the public etc.	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by **Part 7 of the Immigration Act 2016** Be committed to the ethos and values of the school Be able to encourage children to achieve these aims through keeping the school's behaviour code Develop good appropriate relationships with children and staff Communicate positively and effectively to children and listen to them	AF/I AF/I AF/I AF/I AF/I AF/I

	Actively contribute to a happy safe and supportive play environment Able to work within a team	
Training	Willing to undertake appropriate training	AF/I
Safeguarding	Enhanced DBS is essential. *This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role.*	
Other	Approachable, sympathetic, enthusiastic, patient, resourceful	AF/I