

King Edward VI Camp Hill Boys Lunch Time Supervisors Job Description

1.0 JOB PURPOSE:

- 1.1** Lunch time supervisors are managed by the Senior Site Supervisor as part of the FM team assisting the Head teacher and his / her nominees in securing the safety and welfare of pupils during the midday breaks. This will involve effective supervision of pupils in and about the premises and site(s) of the schools. All Lunch time supervisors will work on a weekly rota basis to cover the areas (inside and outside) as required and provide adequate supervision throughout the lunch time period. Specific training days are detailed in Appendix A and all lunch time supervisors are expected to work their shift any days that the school is open to staff (i.e. academic staff training days).

2.0 DUTIES AND RESPONSIBILITIES:

2.1 General

- 2.1.1** Supervision of pupils in the dining areas.
- 2.1.2** Supervision of pupils in the other supervised areas and about other school premises
- 2.1.3** Associated ancillary duties

2.2 Main Duties and Responsibilities Prior / During and after Recess Dining Areas and associated holding areas

2.2.1 Prior

- 2.2.1.1** Ensure dining areas are prepared for service, i.e. chairs are tidy, tables are clear of any debris, floor is clear of any spillages are substances that might cause a slip hazard
- 2.2.1.2** Ensure that waiting areas, thorough fares, walk ways are clear of any hazards that may cause slips or trips.

2.2.2 During

- 2.2.2.1** Organising dinner queue and entrance of pupils into dining areas and from dining areas to other supervised areas; ensuring good behaviour and calm atmosphere. Dealing with any unruly behaviour that may occur by intervention or calling for assistance, reporting incidents to the Head teacher /Senior Leadership Team according to severity of incident.
- 2.2.2.2** Encouraging pupils to eat (including those with packed lunches) especially those with special needs or disabilities
- 2.2.2.3** Being aware of pupils on special or restricted diets for medical reasons from information provided by the Schools
- 2.2.2.4** Encouraging social skills and good table manners, Ensuring pupils tidy/clear up in a satisfactory manner
- 2.2.2.5** Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff
- 2.2.2.6** Dealing with any body spillages in the dining hall in accordance with infection control procedures, ensure pupil goes to the medical room if appropriate

2.2.2.7 Sharing responsibility with other Lunchtime Supervisors and /or teacher for the maintenance of appropriate behaviour in the dining areas.

2.2.3 Main Duties and Responsibilities Prior / During and after Recess Externally
Supervision and control of pupils in the other supervised areas and about other school premises, including:

2.2.3.1 Check on any strangers who may enter Schools premises in accordance with School guidelines, be observant of any loiterers and report to the Head teacher / Senior Leadership Team

2.2.3.2 Direction of pupils to appropriate areas in school and supervision of their activities and behaviour, ensuring their safety and wellbeing, providing emotional support where necessary

2.2.3.3 Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc.

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

2.2.3.5 Reporting any poor behaviour, carrying of weapons/banned substances by pupils to the Head teacher / Senior Leadership Team

2.2.3.6 Supervision and control of pupils inside School premises when they are not allowed outside in inclement weather. Ensuring behaviour is in line with the expectations of the school and to prevent and or minimise damage to the premises

2.2.3.7 Ensuring in accordance with instructions given that all pupils clear the locker / communal areas in a timely fashion at the end of the lunch period

2.2.4 Associated Ancillary Duties (all areas)

2.2.4.1 Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the schools agreed procedures

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

2.2.4.3 Assist with cleaning the dining areas at the end of lunchtimes

2.2.5 Child Protection

2.2.5.1 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 schools

2.3 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.

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

2.5 To undertake appropriate professional development including adhering to the principle of performance management. These training days will be whenever possible held as follows i.e. Christmas Dec last day of term, Easter; last day of term and July last day of term. On occasion training may need to be held outside of term time. On such occasions overtime will be applicable and due notice should be provided.

2.6 To adhere to the ethos of the school

2.6.1 To promote the agreed vision and aims of the Schools

2.6.2 To set an example of personal integrity and professionalism

2.6.3 Attendance as appropriate at staff meetings / training

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

Appendix A Lunch time Supervisors Weekly Rota

Weekly CHB Lunch Time Supervisors rota

Area to be covered	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5
Main dining hall	A	B	C	D	E
Tennis courts	B	C	D	E	A
Holding area / Fish bowl	C	D	E	A	B
Playground	D	E	A	B	C
Corridor / Classrooms	E	A	B	C	D

Specific Training Days 2020 (12.00 - 14.00)

- Friday 3rd April
- Friday 17th July
- Friday 18th December

All support staff are expected to work when the school is open to staff (i.e. staff training days) regardless to the students presence. Term time is classed when the school is open to either academic staff and or students.