



Executive Head Mr Simon Harris  
Perry Common Road, Erdington, Birmingham, B23 7AT

### **JOB DESCRIPTION**

**Job Title:** Lunchtime Learning Lead      **Salary Scale:** Grade 2

#### **1.0 JOB STATUS:**

The Lunchtime Learning Lead plays a vital role in ensuring that pupils are safe, supported, and engaged during the lunchtime period. This includes promoting positive social interaction, assisting with personal care needs, and creating an inclusive environment through structured play and learning activities. The role requires flexibility, compassion, and a commitment to safeguarding and well-being.

#### **2.0 JOB PURPOSE**

- To provide high-quality care and supervision for pupils during lunchtime.
- To promote independence, inclusion, and positive behaviour.
- To support pupils' physical, emotional, and social development through structured activities.
- To ensure health and safety standards are maintained at all times.

#### **3.0 DUTIES AND RESPONSIBILITIES**

- Assist pupils with feeding, respecting dietary needs and preferences.
- Provide toileting and personal care support in a safe, hygienic, and dignified manner.
- Monitor pupils' well-being and respond promptly to any concerns.

##### **Activity Setup & Supervision**

- Prepare and set up stimulating activities in playground or designated areas.
- Encourage participation in play and learning activities that promote social skills and physical development.
- Support pupils in developing communication and interaction skills.

##### **Health & Safety**

- Follow safeguarding and health protocols at all times.
- Ensure playground equipment and activity areas are safe and clean.
- Report any incidents, accidents, or hazards promptly.

##### **Communication & Teamwork**

- Liaise with teaching staff regarding pupil needs and lunchtime arrangements.
- Work collaboratively with colleagues to maintain a positive and inclusive environment.

#### **4.0 ACHIEVEMENTS AND STANDARDS**

- Ensure pupils are safe, happy, and engaged during lunchtime.
- Promote independence and positive behaviour.
- Maintain accurate records of incidents and report concerns promptly



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## 5.0 PUPIL WELL-BEING

- Identify and report concerns regarding pupil welfare.
- Support pupils in managing emotions and developing resilience.
- Encourage positive peer relationships and inclusion.

## 7.0 CURRICULUM PROVISION AND DELIVERY

- Provide structured play and learning activities that complement classroom learning.
- Ensure activities are inclusive and adapted to individual needs.
- Promote communication and interaction through play-based approaches.

## 8.0 OTHER GENERAL DUTIES

- Respond to reasonable requests to undertake similar level work not specified in this job description.
- Participate in training and development opportunities.

**Reports to:** Senior Lunchtime Supervisor / Class Teacher

**Responsible for:** Supporting pupils during lunchtime sessions

**Liaising with:** Teaching Assistants, Class Teachers, Support Staff, External Agencies, Parents/Carers