

Job Description LUNCHTIME SUPERVISOR

Purpose of the Post:

A lunchtime supervisor will be part of a team that is responsible for supervising pupils and the school's premises during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

Reporting to:

- Deputy Head Teacher
- Pastoral Manager

Responsible to:

- The Headteacher and the Governing Body

Duties and Responsibilities

Supervision

- Supervise pupils in the playground and classrooms (for wet play)
- Monitor pupils that aren't engaging in play and feed back any concerns to class teachers

Organisation

- Manage pupils' entrance and exit from the lunch area in an orderly manner

Health and safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider
- Record details of incidents in line with the school's reporting procedures
- Be aware of and support pupils with medical/dietary needs
- Feedback concerns relating to pupils' health and safety to a senior member of staff



Behaviour

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Make sure children tidy up after themselves in the lunch area and when using play resources/equipment
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour
- Add any other duties of particular relevance to your school

Supervision

- Help to resolve issues between pupils during play activities
- Add any other duties of particular relevance to your school
- To support trips on and off the school site

Safeguarding

- Make sure pupils remain on the school premises during the midday break
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals
- Any other reasonable duties as directed by your line manager

General Duties

- To take part in the school performance review process.
- To support the Governing Body in its whole-hearted adoption of the School's policies, and aims.
- To be a fully trained First Aider or be willing to be trained as an emergency First Aider and to undertake medical needs training and administering of medication.
- To supervise areas where students congregate during break time and lunchtime, maintaining Health & Safety practices.



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Whilst every effort has been made to explain the main duties and responsibilities of the post, individual tasks may not have been identified. The post holder will be expected to undertake tasks which are commensurate with the position at the discretion of the Headteacher.

The Job Description may be varied to meet the changing demands of the school. It will be reviewed at intervals and may be subject to modification or amendment at any time after consultation with the post holder.



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Registered office: Stanley Avenue, Wembley, Middlesex HA0 4JE

Person Specification LUNCHTIME SUPERVISOR

All criteria are essential.

Attributes	Description
Qualifications, Training & Experience	<ol style="list-style-type: none"> 1. First aid training (or willingness to complete it) 2. Working with children or young people 3. Working and collaborating within a team
Skills and Knowledge	<ol style="list-style-type: none"> 4. Ability to respond quickly and effectively to issues that arise 5. Ability to use own initiative and take action accordingly 6. Effective communication with adults and children 7. Ability to follow instructions from senior team members 8. Ability to have a firm but fair approach to handling behaviour issues in line with the school's policies 9. Ability to build effective working relationships with colleagues
Personal qualities	<ol style="list-style-type: none"> 10. Commitment to supporting and understanding pupil needs 11. Uphold and promote the ethos and values of the school 12. Maintain confidentiality at all times 13. Commitment to safeguarding, equality, diversity and inclusion
General	<ol style="list-style-type: none"> 14. Demonstrate a commitment to equality 15. Understanding of Health & Safety 16. Understand and implement child protection procedures 17. Understand procedures and legislation relating to confidentiality 18. Be prepared to develop and learn in the role and attend any relevant training and gain any relevant qualifications



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