

LUNCHTIME SUPERVISOR

JOB DESCRIPTION & PERSON SPECIFICATION



BOUGHTON LEIGH JUNIOR SCHOOL
Headteacher – Mrs D Hunter
Wetherall Way, Brownsover, Rugby, Warwickshire CV21 1LT

Job Title: LUNCHTIME SUPERVISOR
Location: Boughton Leigh Junior School
JEID REF: C0001
Grade: BAND B

JOB DESCRIPTION & PERSON SPECIFICATION

Job Purpose:

Our Lunchtime Supervisors play a vital role in creating a safe, happy and positive lunchtime experience for all our children. You will be at the heart of our lunchtime provision, supporting pupils during the dining period and outdoor play, and helping to ensure that lunchtime is an enjoyable and positive part of the school day.

Working under the general direction of the Senior Midday Supervisor (MDS) or other designated person in charge, you will help to ensure the safety, wellbeing and happiness of our pupils throughout lunchtime. You will supervise children in the dining hall and playground, support established lunchtime routines and encourage positive behaviour, good manners and respectful interactions.

You will build positive relationships with pupils and provide a caring, approachable presence, responding appropriately to their individual needs and helping children to enjoy their lunchtime in a safe, calm and supportive environment. You will encourage inclusive play, support children in resolving minor disagreements and promote positive relationships between pupils.

As a Lunchtime Supervisor, you will contribute to the school's statutory duty to safeguard and promote the welfare of children, remaining alert to any concerns and following the school's safeguarding procedures and reporting arrangements.

Responsibility for Others

The post has an impact on the wellbeing of individuals and groups of pupils, including their physical, mental and social wellbeing, health and safety. You will help to create a safe and welcoming environment where children feel supported, included and cared for.

You will be expected to recognise and respond appropriately to children's needs during lunchtime, including supporting pupils who may require additional reassurance, assistance or guidance.

Responsibility for Staff

The post has limited or no direct responsibility for supervising other staff. However, you may be expected to demonstrate tasks or provide advice and guidance to new employees, work experience students or trainees, helping them to understand and follow appropriate lunchtime routines and school procedures.

This is an important role within our school community, and we are looking for someone who is caring, approachable, reliable and enthusiastic about working with children. You will be an important member of our wider school team, helping to ensure that every child has a safe, enjoyable and positive lunchtime experience.

Responsibility for budget:

The post has limited (or no) direct responsibility for financial resources other than occasional handling small amounts of cash, processing cheques, invoices etc.

Responsibility for physical resources: The post has limited (or no) direct responsibility for physical resources, other than the handling and careful use of equipment.

Duties:

- Supervise toileting and washroom activity
- Escort children to and from dining room
- Supervise collection of meals and assist with use of cutlery
- Assist pupils when returning used plates, trays, cutlery, glasses/beakers and clearing tables
- Supervise pupils eating food brought from home and ensure packed lunch equipment is cleared away
- Supervise classroom and outside activities, encouraging inclusion
- Ensure orderly return to classroom
- Attend to minor accidents or to pupils who become ill
- Report to SMDS if accident occurs or if pupil falls ill
- Monitor pupil behaviour, intervening as necessary in accordance with behaviour policy
- Report to SMDS any breaches of school rules

QUALIFICATIONS / TRAINING AND LIKELY ABILITIES

Literacy skills to be able to understand school policies and complete accident book

Be able to understand, comply and work within policies: e.g., school behaviour policy, child protection policy, health and safety, confidentiality and other school rules

Display commitment to the protection and safeguarding of children and young people