

# Lunchtime Supervisor

## Purpose and Vision

To supervise students during lunchtime in a responsible, professional and competent manner, always ensuring the safety and wellbeing of students

## Key responsibilities

Supervision and control of pupils in the dining area, including:

- 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 inappropriate behaviour that may occur by intervention or calling for assistance, reporting incidents to the Senior Leadership Team/ Pastoral Managers according to severity of incident
- Directing pupils to seats, following seating arrangements, separating problem pupils where necessary
- Encouraging social skills and good table manners, ensuring safety with knives and forks.
- Ensuring pupils tidy/clear up in a satisfactory manner
- Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff
- Sharing responsibility with other lunchtime supervisors for the maintenance of order and discipline in the dining hall area

Supervision and control of pupils in the playground and other areas of the school premises, including:

- Direction of pupils to the playground and supervision of their activities and behaviour, ensuring their safety and wellbeing
- Preventing bullying, being aware of changes in friendships, encouraging socialising
- Discouraging any dangerous activities or games and dealing with any unacceptable or challenging behaviour by following the School Policy and Procedures
- Modelling positive behaviour by always speaking calmly to the children
- Reporting any bad behaviour, physical or verbal assaults, carrying of weapons/banned substances by pupils to the Principal/Senior Leadership
- Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the Academy's agreed procedures
- Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures Child Protection

To have due regard for safeguarding and promoting the welfare of children in accordance with the Child Protection/Safeguarding guidance Review and Amendment

You may be asked to carry out any other duties to ensure the smooth running of the academy. This job description is subject to amendment from time to time within the terms of your conditions of employment, but only to an extent consistent with those conditions of service as the school may require, and only after consultation with you.

Lunchtime Supervisor – Person specification

Attribute	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Basic standard of literacy and Numeracy</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid certificate</li> </ul>
Experience		<ul style="list-style-type: none"> <li>• Previous experience of working with children</li> </ul>
Experience & Skills	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Ability to work unsupervised and use own initiative</li> </ul>	
Special requirements	<ul style="list-style-type: none"> <li>• Awareness &amp; ability to maintain confidentiality</li> <li>• Ability to work under pressure</li> <li>• This post is subject to an enhance DBS check</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to be available at short notice</li> </ul>