

Job Description

Lunchtime Supervisor GMA

(JDPS subject to review under BCC Equal Pay Programme)

Job Details	
Grade	(Grade A, subject to evaluation under BCC Equal Pay programme)
Job Evaluation Number	Subject to Evaluation
Directorate	Children and Families
Division	Schools

1.0 Portfolio Responsibilities

This job provides effective supervision of pupils outside the classroom and during lunchtimes. It maintains the safety, welfare and effective supervision of all pupils. It provides oversight of pupils throughout the school buildings and grounds, promoting positive behaviour, ensuring a safe and orderly lunchtime environment.

2.0 Key Responsibilities (WHAT DO WE EXPECT THIS ROLE TO ACHIEVE)

Supervision in the Dining Hall

- Supervising and managing pupils in the dining hall, ensuring a calm, safe and orderly environment
- Organising dinner queues and pupils' movement into and out of the dining hall, intervening in incidents of bullying, fighting, or unruly behaviour and reporting concerns as required
- Directing pupils to seats, managing seating arrangements and separating pupils when necessary
- Encouraging pupils to eat (including those with packed lunches), with particular support for pupils with SEND or disabilities
- Assisting with cutting food, pouring drinks, ensuring hydration and supervising feeding for children, as and if required
- Supporting pupils with medical dietary needs by following individual requirements and liaising

with kitchen staff where necessary

- Assisting pupils with general hygiene requirements (washing, toileting, changing clothing) in line with school policy, as and if required
- Promoting good table manners, social skills and the safe use of cutlery while ensuring pupils tidy and clear eating areas
- Cleaning spillages and maintaining a safe and hygienic dining environment in accordance with infection control procedures
- Ensuring tables and floors are left clean, tidy and free from hazards
- Sharing responsibility with other Lunchtime Supervisors and teaching staff for maintaining order and discipline
- Assisting with setting up canteen tables and preparing the hall for lunch service
- Assisting with cleaning the dining hall at the end of the lunchtime period

Playground & Site Supervision

- Supervising pupils in the playground and around the school premises, ensuring their safety, wellbeing and appropriate behaviour
- Monitoring the school entrance during lunchtime to ensure pupils remain on site and following procedures for dealing with strangers or suspicious behaviour
- Supporting pupils' emotional wellbeing by encouraging positive social interaction and play and participating in games where appropriate
- Preventing and responding to incidents of bullying, identifying behaviour issues, and managing challenging behaviour in line with school policy
- Reporting serious incidents, including assaults or possession of prohibited items, to the Headteacher or Senior Lunchtime Supervisor
- Addressing racist, sexist and other discriminatory incidents in accordance with agreed school procedures
- Supervising pupils indoors during wet weather and providing suitable activities, as and if required
- Putting out and packing away playground equipment, if required
- Checking toilet areas regularly for safety, vandalism or inappropriate behaviour and reporting any concerns to the caretaking staff, as required
- Assisting and supervising pupils in bathroom areas to ensure their safety and promote appropriate behaviour, as required
- Promoting and safeguarding the welfare of children and young people in line with school policies.

Special Conditions

Is Safeguarding Check needed?	DBS Enhanced Children
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Person Specification

Essential Criteria		
Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation		
Qualifications	AF/Q	Hold a level 1 qualification in Functional Skills or equivalent demonstrable literacy and numeracy.
Experience	AF/I	Have experience of caring for or working with children.
Skills	I	Be able to speak an appropriate standard of spoken English - Part 7 of the Immigration Act (2016).
Skills	AF/I	Have good written and verbal communication skills for engaging with children and staff.
Other	I	Have a flexible and adaptable approach to supporting varied school operational needs, with the ability to work calmly under pressure.
Competency	AF/I	Be well-organised with the ability to complete assigned tasks efficiently.
Competency	AF/I	Have good interpersonal skills, with the ability to build positive relationships with young people and families.
Competency	AF/I	Be able to both work independently and work well as part of a team.
Knowledge	AF/I	Demonstrate understanding of key policies and procedures relevant to the role, including safeguarding and health and safety.
Training	AF/I	Demonstrate a commitment to undertaking ongoing training and professional learning.

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace. People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in. Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together in order to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with this, everyone has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in the area.

- Work in a way that prevents and protects service users from abuse;
- To be aware of the signs of abuse or neglect;
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.

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