

## Job Description – Lunchtime Supervisor

Job title	<b>Lunchtime Supervisor</b>
Grade	<b>Grade 2, fixed point 3</b>
Responsible to	<b>Office Manager, Senior Leadership Team</b>
Responsible for	<b>The welfare of our learners during the lunchtime period</b>
Effective from	<b>ASAP</b>

### Summit Learning Trust Mission Statement

Success through Endeavour

Ambition through Challenge

Strength through Diversity

### Role Purpose

To work as part of a team, to assist the Office Manager and the senior leadership team in securing the safety and welfare of our learners during lunchtimes. This will involve effective supervision of young people in and about the premises and site of the Academy

### Duties and Responsibilities

#### Principle Duties:

- Supervision and control of learners in the dining areas
- Supervision and control of learners in the playground, and other areas of the Academy's premises
- Associated ancillary / cleaning duties

#### Supervision and control of learners in the dining areas, including:

- Where appropriate, assist/supervise learners with their general hygiene requirements
- Organising dinner queues and entrance of learners into dining areas; 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
- Directing learners to seats and separating problem learners where necessary.
- Encouraging learners to eat (including those with packed lunches) especially those with special needs or disabilities
- **Being aware of learners on special, cultural, or restricted diets for medical reasons, from information provided by the academy**
- Assisting learners with cutting up food, pouring liquids etc. where necessary
- Encouraging social skills and good table manners, ensuring safety with knives and forks.
- Ensuring learners tidy/clear up in a satisfactory manner
- Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to learners/colleagues as required
- Dealing with any body spillages in the dining hall in accordance **with infection control procedures** and ensuring learners get first-aid treatment if appropriate
- Sharing responsibility with other Lunchtime supervisors for cleaning the dining hall floor and putting away dining tables
- Sharing responsibility with other Lunchtime supervisors for the maintenance of order and discipline in the dining hall area

**Supervision and control of learners in the playground and other areas of the academy's premises, including:**

- Direction of learners to the playground and supervision of their activities and behaviour, ensuring their safety and well being, providing emotional support where necessary
- Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc. occasionally participating in games
- Discouraging any dangerous activities or games and dealing with any unacceptable or challenging behaviour by following the Academy Policy and Procedures
- Where appropriate, collecting learners from classrooms if going straight into the playground, ensuring they are adequately dressed for the prevailing weather conditions where necessary
- Modelling positive behaviour by speaking calmly to learners at all times
- Supervision and control of the academy site during lunch break to ensure learners do not leave the playground without permission/authorisation
- Check on any strangers who may enter academy premises in accordance with academy guidelines, be observant of any loiterers and report to Principal/Senior Leadership
- Reporting any bad behaviour, physical or verbal assaults, carrying of weapons/banned substances by learners to the Principal/Senior Leadership
- Supervision and control of learners inside academy premises when they are not allowed outside in inclement weather. Occupying learners in various games and activities
- Ensuring in accordance with instructions given that all learners return to the care of teachers at the end of the lunch period

**Associated Ancillary Duties**

- Checking toilet areas regularly to ensure learners are not loitering or playing in toilet areas. Reporting any damage or blockages to the appropriate colleague
- Ensuring that any learners who suffer accident or injury are dealt with appropriately in accordance with the academy's agreed procedures
- Being aware of cultural differences between learners, 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

**Notes**

- Undertake any other appropriate and reasonable activity as may be directed from time to time by the Principal.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

Job description issued by the Principal:	
Copy received by:	
Date:	