THE PRIORY
LEARNING TRUST

# JOB DESCRIPTION

**Title:** Lunchtime Supervisor

**Grade:** TPLTSS 1

## Main purpose of the role

Working within a framework of duties set by the Senior Lunchbreak Supervisor, provide support for the social and the emotional needs of students, ensuring that they have a safe and healthy environment, during lunchtime break periods at the school

To act as an integral part of the school staff team, and as such to make a contribution to the overall aims of the school, working within agreed policies and procedures.

## Safeguarding Responsibilities

This role involves working with children on a daily basis and is therefore in regulated activity.

## Main Duties and Responsibilities

## Support for pupil(s)

*Establish and maintain effective relationships with pupils*

Work with specified groups of (or individual) students to achieve positive and effective supervision during their lunch break periods. This involves understanding and respecting the social and emotional needs of student(s) and using this knowledge to support their development.

*Support students during lunch break*

Provide the appropriate level of support needed by students to promote and encourage independence and good social behaviour, at mealtimes in the restaurant area and outside areas, responding to any signs of distress or conflict.

This will include helping individual students develop acceptable eating manners and orderly behaviour; the proper use of cutlery and drinking facilities and, where necessary, assist with the collection of food and the return of empty dishes and other.

*Provide care and support for the pupils'*

Promote student well-being by encouraging them to develop good relationships with others, develop their self-reliance and self-esteem, help them to practice good standards of personal health and hygiene.

Apply simple first aid or in cases of more serious accidents or illness, ensure that the pupil receives the necessary care and attention, promptly. Report incidents to Senior Lunch Time Supervisor or Student Services.

*Assist in the meeting the specific needs of a student(s)*
Provide specific support to any student (or group of students) with special and/or medical needs, taking into account their educational, cultural and/or religious background.

**Support for members of staff**

*Observe and report on student behaviour*

Be responsible for reporting to the appropriate member of staff, usually the Senior Lunch Time Supervisor, any observed student(s) behaviour or any particular incident, which in their opinion is either (a) unacceptable or contrary to school standards, or (b) in the interest of the student that warrants further consideration.

Be responsible for reporting situations which potentially pose a danger to any student(s) or member of staff in the school.

**Support for the school**

*Develop and maintain working relationships with other professionals*

Work effectively with all other staff in the school, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school. Provide effective support for all other members of the school staff by sharing own knowledge and expertise in a positive and constructive manner.

Take an active role in supporting and developing a culture of team working for the benefit of students', both individually and collectively.

Participate in appropriate staff meetings and contribute to the development of policies and procedures related to lunch break and the management of all areas covered during the lunch period.

*Contributing to the Management of pupil behaviour and security*

Contribute to the development and maintenance of school policies which encourage positive student(s) behaviour and always follow agreed behaviour management procedures.

Always undertake duties in such a way as to ensure that the school has a safe and welcoming environment. Be familiar with all the school's policies concerning the safety of students.

Supervise the movement of students to and from dining areas and ensure that all students in their care remain secure on the school premises during their lunch break and that no child leaves the site without the explicit permission authorised by student services. Report details of any unknown or unauthorised visitors to the Senior Lunchbreak Supervisor or contact Student Services.

*Liaise effectively with parents*

In agreement with the Headteacher or classroom teacher, communicate with parents and other designated carers about the care and education of their children. Promote partnership working between home and school and help the teacher to develop and maintain parental interest in their child's education.

*Assist with the management of eating areas*

Liaising with the kitchen staff and/or meal providers, help with the preparation of tables, chairs and other facilities to be used by students during their lunch break. Clean up any light spillage of food and water during lunches.

*Review and Develop own professional practice*

Develop and maintain effectiveness as a member of the school staff by taking responsibility for own continuing learning and development in respect of lunch break and playground duties. Attendance will be required at any training activities provided by the school.

**General**

This job only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out. This job description may be amended at any time following discussion between the line manager and member of staff and may be reviewed annually.

**Work Demands**

Able to work to strict deadlines but also be flexible to deal with changing priorities and unforeseen circumstances which could be lengthy to resolve.

Periods of concentration will be involved to ensure compliance documents and policies are accurate and produced to a high standard.

Ensure that strict confidentiality is maintained at all times.

**Physical Demands**

Normal physical effort required.

**Working Conditions**

May involve dealing with challenging situations which can require conflict resolution and dealing with emotive situations.

**General Expectations**

Develop and maintain working relationships with other professionals.

Contribute to the management of student behaviour and security.

Review and develop own professional practice.

**Expectations of Jobholder**

Be aware of and comply with Trust policies as well as individual academy policies and procedures.

Be committed to safeguarding and promoting the welfare of children and young people.

Ensure that the equal opportunities policy is adhered to and promoted in all aspects of the post holder's work.

Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.

Demonstrate professionalism towards sensitive and confidential information.

Comply with and promote Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.

Commit to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.

Undertake such other duties as are commensurate with the grade of the post.

**Supervisory responsibility**

Overall supervision received from the Senior Lunchbreak Supervisor but the post holder will be expected to work with limited direct supervision, within agreed policies and procedures

**Skills/Qualifications**

Please refer to the Person Specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates forms part of the conditional offer checks.

## Person Specification

**Job Title:** Lunchtime Supervisor
**Qualifications & Experience**

| Assessment criteria | Essential | Desirable |
|---|---|---|
| **Qualifications and Experience** | Some experience of supervising children, ideally in a school context. | Some knowledge of first aid practice |
| **Work related experience** | Good interpersonal skills with both adults and children<br><br>Able to communicate effectively at all levels<br><br>Ability to work flexibly within a team and motivate students. | Understanding of the developmental needs of children |
| **Job related/personal skills** | Demonstrate a positive attitude.<br><br>Reliability, motivation and resilience under pressure. | Strong educational focus |
| **Equality** | An understanding, acceptance and commitment to the fundamental principles of an equal opportunities.<br><br>To work in a way that promotes equality of opportunity and respect for diversity. | |
| **Safeguarding** | Evidence of a commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. | |

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| | To work in a way that promote the safety and well-being of children and young people. | |