**NORTHWAY SCHOOL**

**The Fairway, Mill Hill, London NW7 3HS**

**MODEL JOB DESCRIPTION**

**Job Title:** Lunchtime Supervisor **Grade: A**

**Manager:** Senior Management

**CONTEXT AND PURPOSE OF THE POST**

Northway is a Special School for primary aged pupils with moderate learning difficulties and complex needs; a large proportion of pupils have autistic spectrum disorder and a small number have medical needs. The post holder will be expected to support the aims and ethos of the school by helping pupils to develop their personal, social and independent skills in the lunch hall and in the playground.

**MAIN TASKS**

1. Under the supervision of the class teams to support pupils and help them to select their food from the daily menu, to wait for their turn when asking and to sit appropriately.
2. Feeding pupils when necessary, supporting pupils to learn to use cutlery and eat in an appropriate manner.
3. To work with the class team to support the children as needed.
4. To supervise the children in the playground, encouraging them to play collaboratively and safely.
5. To maintain a clean, healthy, safe and supportive environment
6. To assist in appropriately preparing the lunch hall.
7. To participate in appropriate training to develop personal skills necessary to carry out the role

**GENERAL PROFESSIONAL REQUIREMENTS:**

All Lunchtime Supervisors are expected to:

* Have a commitment to ensure that every pupil is given the opportunity to achieve their potential and meet the high expectations set for them; promote independent learning and build self esteem
* Establish effective and collaborative working relationships with professional colleagues.
* Be a positive model for all pupils through their presentation and their personal and professional conduct
* Be familiar with issues in the Induction handbook, with safeguarding and with school policies
* Actively take collective responsibility towards school resources, premises, pupils and procedures

**JOB ACTIVITIES:**

* To supervise the welfare and safety of the children in the dining hall, playground and school premises during the school lunch breaks.
* To supervise the entrance and exit of children from the dining areas.
* To collect and return the trays of food for the children.
* To carry out associated ancillary duties such as clearing up spillages in accordance with school protocol.
* To deal with and record minor incidents/accidents and refer to qualified first aiders when appropriate.
* To check packed lunch boxes for allergy related food items, such as nuts.
* To be aware of any child’s individual dietary needs be they allergies, intolerances, cultural or religious.
* To be aware of and cater for any child’s additional individual support needs during the lunch break.
* To initiate play activities and engage with the children in the playground.
* To ensure the children are safe in the playground and report any incidents and accidents to the senior manager on duty or the first aider on duty.
* To support and encourage children’s independence by encouraging good social behaviour at the lunch tables, such as effective use of cutlery, eating appropriately and maintaining appropriate noise levels.
* To manage behaviour in an appropriate and fair manner and in line with individual plans and programmes.
* To report to the appropriate person any concerns about a child’s health or mental state.
* To report to the appropriate person any incident and complete an incident form in line with school protocol.
* To ensure that all tasks are carried out in compliance with the Borough and School Health and Safety procedures.
* To be aware of and work in accordance with the schools’ ethos and policies on equal opportunities and behaviour.

**Days to be worked:**

All Lunchtime Supervisors are expected to be available for work 190 days per year.

* The post holder will ensure that a high level of confidentiality will be maintained at all times.
* The post holder may be required to carry out other reasonable duties commensurate with the grade as required by the line manager.
* The post holder will be committed to equality of opportunity and equality in the work place at all times.

January 2020