Wrekin View

Learning Community Trust

Lunchtime Supervisor
Job Description

Title of post: **Lunchtime Supervisor**
Salary: **Scale 1**
Contracted working weeks: **Term time only**
Hours per week: **10**
Daily working hours: **11.30am – 1.30pm**

Job Role

The Lunchtime Supervisor will be part of a team that is responsible for supervising pupils and the school's premises during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

Principal Duties

- Supervise pupils in in the lunch area, playground and classrooms (for wet play)
- Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher
- Monitor pupils that aren't engaging in play and feed back any concerns to class teachers
- Assist with ancillary duties such as cleaning up spillages, ensuring tables are clean etc to ensure the maintenance of good order and discipline.

- To carry out any other duties deemed appropriate by the Headteacher in conjunction with the supervision of children during the school lunch period.

<u>In the dining hall</u>

Maintain a quiet atmosphere while children collect and eat lunch.

- By talking to the children quietly and encouraging similar behaviour in them.
- By discouraging long queues from forming.
- By using vigilance and thereby attending to the needs of the children.
- By encouraging children to adopt appropriate eating habits.
- By helping children with cutting food, pouring drinks etc.

<u>Outside or in classes if the weather is inappropriate.</u>

- By being vigilant at all times to avoid potential dangers.
- By ensuring all areas of the duty area (classroom or playground) can be seen.
- By encouraging games and appropriate play.

<u>On the way into or from lunch.</u>

- Ensure that the children wait for the minimum amount of time;

- Encourage children to wash their hands, walk sensibly and wear appropriate outdoor clothing;
- Ensure that the children walk into and out of school quietly;

Health & Safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider
- Record details of incidents in line with the school's reporting procedures
- Be aware of and support pupils with medical/dietary needs
- Promote the school's policy around healthy eating to pupils
- Feedback concerns relating to pupils' health and safety to a senior member of staff
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school specific procedures / rules that apply to this role.

Behaviour

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Make sure children tidy up after themselves in the lunch area and when using play resources/equipment
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour

Play

- Organise play activities to encourage pupils to play and make use of play equipment
- Offer educational instruction where needed to help pupils to share play equipment
- Help to resolve issues between pupils during play activities

Other areas of responsibility

- Make sure pupils remain on the school premises during the midday break
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals
- Contribute to the overall ethos/work/aims of the school. All adults should be modelling good manners, courtesy, communication between each other as well as with the children.
- Appreciate and support the role of other professionals. Support all members of the team – all adults are there for the benefit of the children. Children pick up on the tensions and lack of communication between adults.
- Attend and participate in relevant meetings as required.

- Participate in training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To promote the welfare of children and to support the school in safeguarding children though relevant policies and procedures.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.

This is illustrative of the general nature and responsibilities of the role. It is not a comprehensive list of duties and other tasks may be directed by the Headteacher.

An annual review of this job description takes place as part of our performance management.

Person Specification

Lunchtime Supervisor

CRITERIA	QUALITIES
Qualifications and training	> No formal qualifications are required but the postholder must be able to read & write
	> Paediatric First-aid training, or willingness to complete it
Experience	> Experience working with children / young people in a school environment or other educational setting
	> An awareness of how to deal with children of different ages
Skills and knowledge	> Knowledge of guidance and requirements around safeguarding children
	> Understanding of Health & Safety within a school environment
	> The ability to work under the instruction of a supervisor and/or Head Teacher
	> The ability to work as part of a team but also independently if required
	> The ability to maintain a quiet atmosphere while children collect and eat lunch
	> The ability to be sympathetic to the individual needs of children in the school whilst supporting the school discipline system
	> The ability to encourage children to adopt appropriate eating habits/manner
Personal qualities	> Enjoyment of working with children, with sensitivity and understanding.
	> Punctual, courteous, encouraging and vigilant
	> Commitment to maintaining confidentiality at all times
	> Commitment to safeguarding pupil's wellbeing and equality
	> Appreciate and support the role of other professionals
	> Develop good relationships with others by behaving with integrity, treating people with respect and leading by example
	> Team player and excellent interpersonal skills