

## Job Description

**Post Title:** Lunchtime Supervisor

**Contract:** Fixed Term for 12 months

**Line Manager:** Headteacher

**Pay Range/Grade:** Band 3, SCP2

**Location:** Copthorne Primary School

**Hours of Work:** 6.25

### Purpose of the Role

To ensure the supervision and safety of children throughout the school lunch period. To supervise children both inside and outside including whilst eating lunch in the school hall. To work as part of a team, to assist the School in securing the safety and welfare of pupils during lunchtimes. This will involve effective supervision of pupils in and about the premises and site of the school. As well as to supervise children both inside and outside including whilst eating lunch in the school hall.

### Supervisory Responsibilities:

- To safeguard all children in line with school policy
- Supervision and control of pupils in the dining areas
- Supervision and control of pupils in the playground, and other areas of the school premises.
- Associated ancillary / cleaning duties.
- Ensuring the safety of the children over lunchtime
- Implementing appropriate behaviour strategies in line with school policy
- Listening to children's accounts of lunchtime disputes.
- Effectively managing and resolving disputes between children.
- To build positive and trusting relationships with children.

### Supervision and Guidance:

Responsible to the Deputy Heads

### Range of Decision Making:

Decisions relating to supervision of children.

### Responsibility for Assets, Materials etc.

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Dawnay Road, Bradford BD5 9LQ

info@exceedacademiestrust.co.uk

01274 086 490

www.exceedacademiestrust.co.uk

Consultation with class teacher to ensure careful use of classroom resources, wet playtime resources and displays during wet lunchtimes.

### **Range of Duties**

- The supervision of children throughout the lunch break
- Supervision and assistance where necessary of children in hand-washing areas (where applicable).
- Supervision of children when coming into the school building to go to lunch.
- Supervision of children in the Dining Hall including managing positive behaviour in line with the school policy, helping younger children to get into a positive routine.
- To provide any necessary assistance to children in respect of portion control, cutting up different food, supervising the scraping of plates, food containers and tray
- To follow the school's Allergy Aware Policy being vigilant regarding the contents of children's lunchboxes and ensuring that children do not share food. Reporting any concerns about what children are eating to the Lead Lunchtime Supervisor or teaching staff.
- To ensure that all children have access to a drink of water with their meal or other appropriate drink provided by kitchen staff.
- Supervision of all areas both inside and outside the school where children congregate during lunchtime period.
- To ensure that all dining and other areas are cleared of school at the end of the lunchtime period.
- Attending to the personal needs of children who are ill or have an accident during the lunch period, and clearing up after them.
- Ensuring that serious accidents are reported directly to a trained First Aider, for action in line with school policy.

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

- Where appropriate, assist/supervise pupils with their general hygiene requirements
- Organising dinner queue and entrance of pupils into dining hall and from dining hall to playground; 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/ Class Teacher according to severity of incident
- Directing pupils to seats, following seating arrangements, separating problem pupils where necessary
- Encouraging pupils to eat (including those with packed lunches) especially those with special needs or disabilities
- Being aware of pupils on special, cultural, or restricted diets for medical reasons, from information provided by the school
- Assisting pupils with cutting up food, pouring liquids etc. where necessary
- Encouraging social skills and good table manners, ensuring safety with knives and forks.
- Ensuring pupils tidy/clear up in a satisfactory manner
- Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff
- Dealing with any body spillages in the dining hall in accordance with infection control procedures and ensuring pupils get first-aid treatment if appropriate
- Sharing responsibility with other lunchtime supervisors for the maintenance of order and discipline in the dining hall, corridors, playground and other areas of the building as appropriate.

## **Supervision and control of pupils in the playground and other areas of the school premises, including:**

- Direction of pupils 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 School Behaviour Policy and Procedures
- Where appropriate, collecting pupils from classrooms.
  
- Ensuring children are suitably dressed for the weather conditions on each day of the week.
- Modelling positive behaviour by speaking calmly to the children at all times
- Supervision and control of the school site during lunch break to ensure children do not leave the playground without permission/authorisation
- Be vigilant at all times of potential strangers/dangers that can occur unexpectedly around children and act swiftly and effectively to deal with the situation. It may be the senior staff need alerting to something or an alarm is raised.
- Reporting any bad behaviour, physical or verbal assaults, carrying of weapons/banned substances by pupils to the Senior Leadership Team.
- Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather. Occupying pupils in various games and activities.
- Ensuring in accordance with instructions given that all pupils return to the care of teachers at the end of the lunch period

### **Associated Ancillary Duties**

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

### **Review and Amendment:**

You may be asked to carry out any other duties in order to ensure the smooth running of the school. This job description is subject to amendment from time to time within the terms of your conditions of employment, but only to an extent consistent with those conditions of service as the school may require, and only after consultation with you.



## Person Specification

Area of specification	Essential/ Desirable	Method of Assessment
<b>QUALIFICATIONS</b> <ul style="list-style-type: none"> <li>• GCSE grade C or above (or equivalent) in Maths and English</li> </ul>	E	Application and Interview
<b>EXPERIENCE</b> <ul style="list-style-type: none"> <li>• Experience working in a similar role with children of appropriate age</li> <li>• Experience of working in a team situation</li> <li>• Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level</li> </ul>	D E E	Application and Interview
<b>KNOWLEDGE/SKILLS/ABILITIES (Core competencies)</b> <ul style="list-style-type: none"> <li>• Have an understanding of the needs of children during lunchtime with an appreciation for their requirements in play situations and in an eating environment.</li> <li>• Have an awareness of Health and Safety issues relevant to lunchtime in a school environment.</li> <li>• Be willing, courteous and able to work both using your own initiative and in a team.</li> <li>• Respect confidentiality.</li> </ul>	E  E  E E	Application and Interview
<b>PERSONAL QUALITIES</b> <ul style="list-style-type: none"> <li>• Have a neat and organised approach to work.</li> <li>• Have a friendly and approachable manner</li> </ul>	E E	Application and Interview

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.



**Signature of post holder** \_\_\_\_\_ **Date** / /

**Signature of Chief Executive Officer** \_\_\_\_\_ **Date** / /

