

Job Description

Post Title: Lunchtime Supervisor

Contract: Permanent, Term-Time Only

Line Manager: Headteacher

Pay Range/Grade: Band 3, SCP2

Location: Knowleswood Primary School

Hours of Work: 8 per week

Purpose of the Role

To supervise and ensure the health and safety of pupils at lunchtimes, encouraging them to treat each other with respect and always follow the school's behaviour policies. To support children's development at lunchtimes and contribute to the successful delivery of the service in accordance with the relevant guidelines, policies and procedures.

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:

Will work under supervision and on occasion under own initiative, working to the priorities/instructions set by the Senior Lunchtime Supervisor/Office Manager/Headteacher, identifying any issues and reporting as appropriate.

Range of Decision Making:

Decisions relating to supervision of children.

Responsibility for Assets, Materials etc.

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

Together we **Exceed**

Dawson Road, Bradford BD5 9LQ
info@exceedacademiestrust.co.uk
01274 086 490
www.exceedacademiestrust.co.uk

Range of Duties

- Supervision of children throughout lunchtime including supervision of hand washing and toileting as necessary; ensuring their safety and encouraging good hygiene whilst having regard for school policies on behaviour/health and safety as well as using some initiative when dealing with unexpected situations (handling case of illness etc).
- Dealing with minor accidents and report serious incidents to the Senior Lunchtime Supervisor/Office Manager/Headteacher as soon as possible whilst following the schools accident procedures. Access to First Aid equipment and telephone will be given.
- Provide any necessary assistance to children in respect of portion control, difficult food, clearing of plates/containers and seating arrangements, ensuring that the expectations of good eating habits and good behaviour set out by the school are upheld.
- Refer any enquiries from parents to the Senior Lunchtime Supervisor whilst maintaining strict confidentiality at all times.
- Dealing with minor problems and reporting persistent unruly behaviour to the Senior Lunchtime Supervisor/Office Manager/Headteacher.
- Report any incidents of fighting or bullying or racial or personal abuse involving children or parents to the Senior Lunchtime Supervisor/Office Manager/Headteacher, as appropriate.

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

- Organising dinner queue and entrance of pupils into dining hall and from dining hall to playground; ensuring good behaviour and calm atmosphere.
- 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.

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.

Maintaining Professional Competencies:

- To operate within agreed legal, ethical and professional boundaries when working with children and young people and those involved with them.
- Ensure high level of professional competences by attending regular training, undertaking further qualifications and self-study.

Safeguarding and Compliance:

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Safeguarding the welfare of pupils and reporting any concerns to the Deputy Headteachers and/or Headteacher.
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with the health and safety policy at all times.
- Promote the safeguarding of all pupils in the school.

Intermediate Threshold Fluency Duty Required:

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

The post holder should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort and,
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.



Person Specification

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

