

## **JOB DESCRIPTION**

**Job Title:** Lunchtime Supervisor

**Job No:**

**Grade:** GR2

**Division:**

**No of Posts:**

**Section:**

### **1.0 JOB PURPOSE:**

- 1.1** As part of a team assisting the Senior Lunchtime Supervisor/Headteacher in securing the safety, and welfare of pupils during the midday break. This will involve effective supervision of pupils in and about the premises and site(s) of the school

### **2.0 DUTIES AND RESPONSIBILITIES:**

#### **2.1** Principle Duties

**2.1.1** Supervision and control of pupils in the dining hall.

**2.1.2** Supervision and control of pupils in the playground and about other school premises

**2.1.3** Associated ancillary duties

#### **2.2** Main Duties and Responsibilities (as appropriate to nature/phase of school)

**2.2.1** Supervision and control of pupils in the dining hall including:

**2.2.1.1** Where appropriate, assist/supervise pupils with their general hygiene requirements (washing, toileting changing clothing etc. in accordance with School Policy) prior to entering the dining room

**2.2.1.2** 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 bullying/fighting/unruly behaviour that may occur by intervention or calling for assistance, reporting incidents to Headteacher/Senior Lunchtime Supervisor according to severity of incident

**2.2.1.3** Directing pupils to seats, deciding on seating arrangements, separating problem pupils where necessary

**2.2.1.4** Encouraging pupils to eat (including those with packed lunches) especially those with special needs or disabilities.

**2.2.1.5** Being aware of pupils on special or restricted diets for medical reasons from information provided at the school. Assisting pupils with cutting up food, pouring liquids etc. where necessary

**2.2.1.6** Encouraging social skills and good table manners, ensuring safety with knives and forks. Ensuring pupils tidy/clear up in a satisfactory manner

**2.2.1.7** Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff

**2.2.1.8** Dealing with any body spillages in the dining hall in accordance with infection control procedures, ensure pupil goes to the medical room if appropriate

**2.2.1.9** Sharing responsibility with other Lunchtime Supervisors and/or teacher for the maintenance of order and discipline in the dining hall area.

- 2.2.2** Supervision and control of pupils in the playground and about other school premises, including:
  - 2.2.2.1** Where appropriate, collecting pupils from classrooms if going straight into the playground, ensuring they are adequately dressed for the prevailing weather conditions where necessary
  - 2.2.2.2** Supervision and control of the school entrance during lunch break to ensure children do not leave the playground without permission/authorisation. Check on any strangers who may enter school premises in accordance with school guidelines, be observant of any loiterers and report to Headteacher/Senior Lunchtime Supervisor
  - 2.2.2.3** Direction of pupils to the playground and supervision of their activities and behaviour, ensuring their safety and well being, providing emotional support where necessary
  - 2.2.2.4** Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc. Occasionally participating in games
  - 2.2.2.5** Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school
  - 2.2.2.6** Reporting any bad behaviour, assaults, carrying of weapons/banned substances by pupils to the Headteacher/Senior Lunchtime Supervisor
  - 2.2.2.7** Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather. Occupying pupils in various games and activities
  - 2.2.2.8** Ensuring in accordance with instructions given that all pupils return to the care of teachers at the end of the lunch period
- 2.2.3** Associated Ancillary Duties
  - 2.2.3.1** Checking toilet areas regularly for signs of pupil smoking/vandalism, blockage of toilets/wash basins and to ensure pupils are not loitering or playing in toilet areas. Reporting any damage or blockages to Caretaking staff
  - 2.2.3.2** Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the School's agreed procedures
  - 2.2.3.3** Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures
  - 2.2.3.4** Assist with cleaning the dining hall at the end of lunchtime
- 2.2.4** Child Protection
  - 2.2.4.1** To have due regard for safeguarding and promotion the welfare of children and young people and to follow the child protection procedures adopted by the school.
- 2.3** Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.4** To ensure all tasks are carried out with due regard to Health and Safety
- 2.5** To undertake appropriate professional development including adhering to the principle of performance management.
- 2.6** To adhere to the ethos of the school
  - 2.6.1** To promote the agreed vision and aims of the school

- 2.6.2 To set an example of personal integrity and professionalism
- 2.6.3 Attendance at appropriate staff meetings and parents evenings
- 2.7 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

**OBSERVANCE OF THE CITY COUNCIL'S  
EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

**3.0 SUPERVISION RECEIVED:**

4.1 **Supervising Officer's Job Title:** [TO BE INSERTED]

4.2 **LEVEL OF SUPERVISION**

- 1. ~~Regularly supervised with work checked by supervisor~~
- 2. Left to work within established guidelines subject to scrutiny by supervisor
- 3. ~~Plan own work to ensure the meeting of defined objectives~~

**4.0 SUPERVISION GIVEN:** (excludes those who are **indirectly** supervised ie through others)

| Post Title | Grade | No of Posts | Level of Supervision (as in 3.2 above) |
|------------|-------|-------------|--|
|            |       |             |  |

- Use 1, 2 or 3 as in 3.2

**5.0 SPECIAL CONDITIONS:**

5.1

**PERSON SPECIFICATION**

**Job Title:** Lunchtime Supervisor

**Job No:**

**Grade:** GR2

**Division:**

**No of Post:**

**Section:**

**Method of Assessment (M.O.A.)**

A.F. = Application Form; I = Interview; T = Test or Exercise;

P = Presentation

| <b>CRITERIA</b>  | <b>ESSENTIAL</b>  | <b>M.O.A.</b> |
|--|---|---------------|
| <b>EXPERIENCE</b><br>(Relevant work and other experience)                                  | Experience working with children  | AF/I          |
|  | Experience working in a team  | AF/I          |
| <b>SKILLS AND ABILITIES</b><br>(Eg Written communication skills, dealing with the public)  | Be committed to the ethos and values of the school  | AF/I          |
|  | Be able to encourage children to achieve these aims through keeping the school's behaviour code | AF/I          |
|  | Develop good appropriate relationships with children and staff                                  | AF/I          |
|  | Communicate positively and effectively to children and listen to them                           | AF/I          |
|  | Actively contribute to a happy safe and supportive play environment                             | AF/I          |
|  | Able to work within a team  | AF/I          |
| <b>TRAINING</b>  | Willing to undertake appropriate training   | AF/I          |
| <b>EDUCATION/ QUALIFICATIONS</b><br>NB Full regard must be paid to overseas qualifications |   |               |
| <b>OTHER</b>   | Approachable, sympathetic, enthusiastic, patient, resourceful                                   | AF/I          |

|                          |  |  |
|--------------------------|--|--|
| <b>CONTRA INDICATION</b> |  |  |
|--------------------------|--|--|

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL'S  
EQUAL OPPORTUNITIES POLICY**

COMPILED BY: \_\_\_\_\_  
\_\_\_\_\_

DATE:

(Shortlisting/Interviewing Panel): \_\_\_\_\_  
\_\_\_\_\_

DATE: