



Lunchtime Supervisor

Job Description

Grade: GR2

JOB PURPOSE

As part of a team, assisting the Senior Midday Supervisor/Head Teacher in securing the safety and welfare of pupils during the Lunchtime break. This will involve effective supervision of pupils in and about the premises and site(s) of the school to ensure a happy and secure environment for all the children.

JOB CONTENT

1. Supervision and control of pupils in the dining hall, including:

- 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.
- Organising 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 Head Teacher/Senior Midday Supervisor according to severity of incident.
- Directing pupils to seats, calmly and with the use of positive language, separating problems.
- Encouraging pupils to eat (including those with packed lunches), especially those with special needs or disabilities. Being aware of pupils on special or restricted diets for medical reasons from information provided at the school. Assisting pupils with cutting up food or 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. Wiping the tables in readiness for the Catering Team to put them away.
- Dealing with any body spillages in the Dining Hall in accordance with infection control procedures, ensuring pupil gets medical attention if appropriate.
- Sharing responsibility with other Midday Supervisors and/or teaching staff for the maintenance of order and discipline in the Dining Hall area.

2. Supervision and control of pupils in the playground and about other school premises, including:

- Monitoring pupils on the playground, ensuring they are adequately dressed for any prevailing weather conditions where necessary.

- 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 Head Teacher/Senior Midday Supervisor.
- 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. Arranging playground games and encouraging the children to join in.
- Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school.
- Reporting any unacceptable behaviour to the Head Teacher/Senior Midday Supervisor.
- 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.

3. Associated Ancillary Duties

- Checking toilet areas regularly, reporting any damage or blockages to Caretaking staff, ensuring pupils are not loitering or playing in toilet areas.
- 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.
- Reading with pupils as instructed by individual class teachers.

4. General:

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school's Safeguarding Policy.
- 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.
- To ensure all tasks are carried out with due regard to Health and Safety.
- To adhere to the ethos of the school:
 - to promote the agreed vision and aims of the school,
 - to set an example of personal integrity and professionalism.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school.
- At all times operating within the school's Equal Opportunities framework.
- Acknowledging Customer Care and Quality initiatives.
- Contributing to the maintenance of a caring and stimulating environment for pupils.