



## JOB DESCRIPTION

<b>Job Title:</b>	Lunchtime Supervisor
<b>Salary:</b>	TPAT Point 1
<b>Responsible to:</b>	Teaching Staff & Senior Lunchtime Supervisor
<b>Direct Supervisory Responsibility for:</b>	None
<b>Important Functional Relationships: Internal/External:</b>	TPAT, Local Governing Body, Teachers, Support Staff, Pupils, Parents/Carers

### Main Purpose of the Job:

- To assist and supervise individuals and groups of pupils during the lunch break, encouraging responsible and appropriate behaviour, activities and play ensuring the safety of pupils.
- Work in line with the professional standards for a lunchtime supervisor.

### Main Duties and Responsibilities:

- To supervise children during the lunch period in accordance with the school's pupil management, discipline, behaviour and bullying policies. To complete the necessary records with regard to any incidents relating to such policies.
- Anticipate and respond to individual pupils, changing approach as required for each pupil, using the support of team members when needed.
- Positively encourage good behaviours, provide a fair and tolerant lunchtime service where pupils understand the rules and follow them.
- See the dining experience through the eyes of the child and build a rapport with pupils so they trust and respect lunchtime supervisors and the catering team.
- Know the signs to look for in pupils to recognise when extra help may be required.
- To report back to the appropriate Teacher any issues relating to children's progress, achievements, behaviour or problems which may become apparent.
- To organise and positively interact with approved group activities and games for children as authorised by a member of the teaching staff, so as to enhance the development of children's learning and social integration. Ensure indoor activities are arranged and made available to children during wet lunchtime break periods which ensure appropriate and safe behaviour of children during these periods.
- To remain aware of children with special educational needs and liaise with the appropriate SEN Assistant to ensure play activities are appropriate and safe for all children.
- To assist children in preparing for meals including hand-washing, helping children with the correct use of cutlery, promoting good table manners and encouraging children to eat a variety of foods.

- To remain aware of children's food allergies, intolerances or other special dietary requirements and ensure such foods are avoided for the children concerned, with particular vigilance for children sharing packed lunches.
- To deal with emergencies that may occur in accordance with the School and Trust procedures, administer basic first aid and inform a member of the teaching staff/Headteacher in the event of an emergency. To ensure all sickness/accidents are recorded in accordance with the School's procedures.
- Know the requirements for daily health and safety checks of the dining area, equipment, heating and lighting.

#### General / Other

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the School's and the Trust's pupils at all times;
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance;
- To be aware of and adhere to all School and Trust policies and procedures;
- To undertake mandatory training as required by the School / Trust;
- To be responsible for your own continuing self-development and attend meetings as appropriate;
- To undertake other duties appropriate to the post as required.

This job description is not exhaustive and does not form part of your contract of employment. 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 will be reviewed annually as part of the appraisal process or as appropriate.

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.



**PERSON SPECIFICATION – Lunchtime Supervisor**

Person Specification	Essential	Desirable	Recruiting Method
<b>Education and Training</b>	Attainment of level 1 standard of education, or be able to demonstrate an equivalent level of knowledge through practical relevant experience	Level 2 qualification in a related area First Aid Certificate Health and food safety certificate	Application
<b>Skills and Experience</b>	Experience of working with children Good communication skills Ability to prioritise between different demands An interest in children and education	Experience of working with children in a school or similar environment	Application Interview Assessment
<b>Specialist Knowledge and Skills</b>	Demonstrates an interest in education Guide the pupils through each stage of the meal service in a fast and safe way, assisting when needed Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people Demonstrates an awareness, understanding and commitment to equal opportunities		Application Interview Assessment
<b>Behaviours and Values</b>	Make the dining room attractive within the limits of the school & facilities Lead by example showing pupils how to be healthy and safe Calm, kind, patient & empathetic Effective team player Trust and integrity		Application Interview Assessment

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