



Job Description

Post title: Lunchtime Supervisor

Job Reference No: SBMAT360

Responsible to: School's Senior Leaders

Purpose: To be responsible for ensuring the safety, wellbeing and positive behaviour of pupils during lunch periods, supporting an inclusive environment where all children feel safe, respected and supported regardless of ability, background or need

Responsible for: Supervision of pupils at lunchtime and associated duties

Salary: Grade 2 SCP 2-3

Supervision and control of pupils when eating:

- Supervising pupils in the dining areas, or other parts of the school premises, ensuring good standards of behaviour are maintained
- Assisting with associated ancillary duties (e.g. ensuring tables are clean, cleaning up spillages etc) and assisting pupils with ensuring their tables spaces are left clean and tidy for the next child
- Assist/supervise pupils with their general hygiene requirements (hand washing, toileting) prior to entering the dining room
- Encouraging pupils to eat (including those with packed lunches) especially those with special needs or disabilities.
- Encouraging social skills and good table manners, ensuring safety with knives and forks. Ensuring pupils tidy/clear up in a satisfactory manner
- Dealing with first aid incidents and recording as appropriate
- Demonstrate patience and understanding when supporting pupils with: special educational needs and disabilities (SEND), behavioural or emotional needs, medical conditions and follows individual care plans or behaviour support strategies where required

Supervision and control of pupils in the playground and about school premises:

- Where appropriate, collecting pupils from classrooms if going straight into the playground, ensuring they are adequately dressed for the prevailing weather conditions where necessary
- Direction of pupils to the playground and supervision of their activities and behaviour, ensuring their safety and well being, providing emotional support where necessary
- Playground supervision; including organising and playing games with the pupils
- Dealing with first aid incidents and recording as appropriate
- Managing pupils' behaviour in line with school policy, recording and reporting any incidents to the class teacher, senior lunchtime supervisor, head teacher depending upon the severity of the incident



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- Working in collaboration with other lunchtime supervisors to support all children in a safe environment, maintaining vigilance at all times
- Monitoring pupils' well-being, being aware of changes in friendships and supporting socialising and play
- Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather, occupying pupils in various games and activities

Safeguarding Children

- To have due regard for safeguarding and promotion of the welfare of children and young people and to follow the child protection procedures adopted by the school
- 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 recognise and report safeguarding or wellbeing concerns following school procedures**
- To ensure all tasks are carried out with due regard to Health and Safety
- To treat all pupils fairly and with respect, promoting equality of opportunity regardless of disability, race or ethnicity, religion or belief, gender, socio-economic background or special educational needs
- To communicate with all pupils in a respectful, courteous manner
- 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
 - Attendance at appropriate staff training as required