



**Job Title:** Lunchbreak Supervisor

**Responsible to:** Head teacher

**Salary:** Grade 13, £3,146

**Work pattern:**, 7.5 hrs per week, Monday – Friday, 12.00 – 1.30pm

### **JOB PURPOSE**

To be responsible to the Head teacher for the supervision of pupils during the lunchtime break so as to ensure their safety, general welfare and independence whilst eating and playing.

### **DIMENSIONS**

No direct staff or budgetary responsibilities.

### **JOB CONTEXT**

The post holder's principal role is to ensure the safety, general welfare and appropriate behaviour of pupils during the lunchtime break period. Assistance is also given to school and catering staff with basic cleaning and general duties in and around dining areas. You may be required to work across any of the Trust schools, if deemed necessary.

### **SUPERVISION**

The post holder will be expected to work with limited supervision to an established work pattern. There will be support available from the Head teacher and/or other designated member(s) of staff. Meetings will be arranged as necessary for briefing and/or feedback on relevant school or individual pupil matters.

### **PROBLEMS AND DECISIONS**

The post holder will be supervising the transitions and behaviour of pupils. The nature and level of intervention and the referral of problems to senior staff will depend upon personal judgement within any guidelines and policies issued by the school.

### **CONTACTS**

There is a high level of interaction with individual, and groups of, pupils. The post holder must also work as a co-operative member of a team of assistants, liaising and communicating, as necessary, with other school staff.

### **GENERAL**

The job description sets out the main duties of the post and does not describe in detail all tasks required to carry them out.

## **MAIN DUTIES**

- To supervise pupils in all areas of the school including playground or other external spaces during the lunchtime break; to ensure their safety, engagement, independence and welfare through appropriate application of the school's policies and procedures.
- Bring any inappropriate or challenging behaviour to the attention of the class team or agreed staff leader, and follow any plans for behaviour management.
- To supervise the movement of pupils to and from dining areas, including any personal hygiene requirements (e.g. toileting and handwashing).
- Assisting pupils, where necessary, with queueing at the service counter, collecting their lunch, and the return of cups, cutlery and plates to the trolley when finished.
- To assist pupils, as necessary, with the proper use of cutlery, eating and drinking or other aspects of the midday meal, e.g. support with cutting up food, feeding or remaining seated.
- To assist in the clearance of any spillages and the wiping down, and of clearing tables, as appropriate.
- To assist in the setting up and removal of any specialised seating furniture outside of the dining area, where necessary. This may involve returning to the hall to remove specialist seating at a later time ready for afternoon lessons.
- To take any immediate action to attend to sickness or toileting accidents firstly by alerting the class team or first aider or relevant trained person, and secondly by tending to the child if directed. This may involve changing soiled clothing or clearing up under direction.
- To be aware of which students may require emergency medication and where this can be located, together with care plans and completed administration of medication forms. Ensure that any required interventions are carried out by trained staff only.
- Assist pupils with dressing appropriately for being outside, i.e. hats and sun cream when hot, wet weather clothing when wet, coats and hats when cold.
- To share any information/concerns with the class team or safeguarding leads; be supported in completing CPOMS entries to document incidents/ accidents which occur during the lunchtime break period.
- To support pupils in engaging in appropriate play/ behaviour by modelling and interacting with them.

## **KNOWLEDGE, EXPERIENCE AND TRAINING**

No formal qualifications or previous experience are required but the ability to establish high expectations for pupil behaviour, good relationships with staff and pupils, and a sensitivity towards pupils' personal needs, is imperative. An understanding of the needs of children and young people with additional needs and a commitment to promoting their independence is essential to the role.

## **PHYSICAL EFFORT**

Some lifting of chairs and tables will be required on a regular basis. There will also be some manual handling of students, training will be given.

## **WORKING ENVIRONMENT**

There may be some occasions when the post holder will be expected to attend to a pupil with soiled clothing due to sickness or toileting problems.

Some challenging behaviour by students may be experienced but training will be given in the appropriate strategies for dealing with such behaviour.

The post will also involve supervisory duties being undertaken on the playground or other external spaces in hot, wet or cold weather conditions.

## **EQUIPMENT**

No particular requirements.

## **SPECIAL NOTES OR CONDITIONS**

The post will be subject to a full police and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and all convictions or cautions must be declared. The post holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection and behaviour management policies.