

Lunchtime supervisor: Grade 2

Job Description

1 JOB PURPOSE:

Be part of the team 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 DUTIES AND RESPONSIBILITIES:

Principle Duties

Supervision and control of pupils in the dining hall.

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

Associated ancillary duties

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

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 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

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

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, 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

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

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

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

Where appropriate, collecting pupils from classrooms if going straight into the playground, ensuring they are adequately dressed for the 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 Headteacher/Senior Lunchtime Supervisor

Direction of pupils to the playground and supervision of their activities and

behaviour, ensuring their safety and wellbeing, providing emotional support where necessary

Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc. Participating in games when possible

Understanding pupils have different needs/ requirements and treating them fairly and consistently under direction from Senior Supervisor/ Deputy Head.

Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour with regard to school policy and guidelines

Reporting any bad behaviour, assaults, carrying of weapons/banned substances by pupils to the Deputy Head/Senior Lunchtime 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.

Associated Ancillary Duties

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 cleaning/ Site staff

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

Assist with cleaning the dining hall at the end of lunchtime.

Child Protection

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.

Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes not contact with.

To ensure all tasks are carried out with due regard to Health and Safety.

To undertake appropriate professional development including adhering

To the principle of performance management.

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 meetings and parents' evenings

Any other duties as commensurate within the grade to ensure the smooth running of the school as directed by your line manager as per School Policies.