



Create Partnership Trust
Creating Futures



Achievement for all

JOB DESCRIPTION

September 2021

Lunchtime Supervisor (LS) Grade 2

Name:

Salary:

Hours per week: 7.3 – TTO: 6.53

Job purpose

- To be accountable and responsible for high quality supervision of pupils during the lunchbreak.
- To carry out the professional duties of a lunchtime Supervisor.
- Work in partnership with the kitchen team to provide effective supervision of pupils.

Duties and Responsibilities

1. Ensure that pupils are supervised indoors and outdoors over the lunchtime period.
2. Follow all rotas and procedures so that the lunchtime period runs smoothly.
3. Supervise and care for any pupil who becomes ill during the lunch break.
4. Attend to pupils who have had minor accidents, following the school's first aid procedures.
5. Ensure that accidents are recorded in the accident book.
6. Ensure that class teachers are made fully aware of any pupils sent home during the lunch break.
7. Maintain a consistent and positive approach to managing pupils' behaviour, following school policy.
8. Report pupils' accidents, illnesses or poor behaviour to appropriate staff.
9. Report all issues that occur over the lunchtime period to the class teacher and to the phase leader or assistant headteacher as appropriate.
10. Ensure that good levels of hygiene are maintained in terms of pupils' handwashing.
11. Wear gloves and aprons as appropriate to assist pupils with the use of cutlery and cutting of food as necessary.
12. Know which pupils have severe allergies and where their emergency medication is stored.
13. Assist with scraping plates, clearing tables and supplying water as required.
14. Mop floor spillages, following cleaning guidance.
15. Be involved in pupils' play, encouraging their involvement and positive relationships.
16. Develop a positive relationship with children and teachers so that communication is open.
17. Contribute to a class lesson ("meet the supervisor") at the start of the school year.
18. Take part in training during the pro-rata equivalent of 5 staff training days.

General Duties:

- Set an example of personal integrity and professionalism
- Play a full and active role in the life of the school community and support its ethos.
- Follow and actively promote the school's vision, values and policies.
- Support school events and attend as required
- Be an active member of the Lunchtime Supervision Team
- Communicate effectively with staff to support the supervision of the pupils.
- Ensure promotion and support of Equal Opportunities and Health and Safety
- Be aware of, promote and comply with the Trust and school's policies and procedures including those relating to safeguarding and child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.

PERSON SPECIFICATION – LUNCHTIME SUPERVISOR (LS)

Method of Assessment (M.O.A.)

A.F. = Application Form: I = Interview: T = Test or Exercise: P = Presentation

| CRITERIA | ESSENTIAL | M.O.A. |
|---|--|---------------|
| EXPERIENCE (Relevant work and other experience) | Experience working with children | AF/I |
| | Experience working in a team | AF/I |
| SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public) | A good standard of written communication and verbal communication | AF/I |
| | Be committed to the ethos and values of the school | AF/I |
| | Be able to encourage children to achieve these aims through keeping the school's behaviour code | AF/I |
| | Develop good appropriate relationships with children and staff | AF/I |
| | Communicate positively and effectively to children and listen to them | AF/I |
| | Actively contribute to a happy safe and supportive play environment | AF/I |
| | Able to work within a team | AF/I |
| | First Aid Trained or must be prepared to take the qualifications | AF/I AF/I |
| TRAINING | Willing to undertake appropriate training | AF/I |
| EDUCATION/ QUALIFICATIONS | Play Worker Qualification or proven experience of working in a children's environment. | |
| OTHER | Form Completed accurately and fully | AF/I |
| | Approachable, sympathetic, enthusiastic, patient, resourceful. | |
| | An enhanced CRB will be required for this post and documentation on Right to Work will also be required. | |
| | Understanding of Equal Opportunities | |
| | An ability to fulfil all spoken aspects of the role with confidence through the medium of English' or 'The ability to converse at ease with parents/pupils and members of the public and provide advice in accurate spoken English is essential for the post | |