Braidwood Trust School for the Deaf
Turning potential into success

JOB DESCRIPTION

Lunchtime Supervisor

Grade: GR2, Point 11-18

Job Purpose

To undertake supervision of the pupils during the school’s lunchtime break. The extent of the supervision to be exercised includes the washing of hands, entry of pupils into the dining room, general help during the service of meals, assisting less able pupils in cutting up meat, general training in table manners and provide close supervision in the playground or classroom. Lunchtime supervisors are responsible to the Head teacher for the satisfactory performance of their duties.

Normal hours of duty correspond with the school’s lunchtime break.

Duties and Responsibilities

- To be responsible to the Head Teacher, Deputy Head teacher or other member of the Senior Leadership Team for the supervision of pupils on the premises during the school’s lunchtime break.
- To be in charge of a group of pupils in the playground or classrooms according to the weather.
- To attend to any minor accidents sustained during the lunch hour in accordance with the Authority's procedures.
- To attend to any pupil who becomes sick or ill during the lunch break.
- To report to the Head Teacher, Deputy head teacher or, in their absence, another member of the Senior Leadership Team if an accident occurs, or if any pupil has been taken ill.
- To see that pupils taking school meals are in the dining room at the required time for lunch.
- To see that pupils wash their hands and attend to their necessary toilet requirements before and after lunch.
- To help pupils with the proper use of cutlery and with cutting up food where necessary.
- To assist pupils with scraping their plates, clearing tables etc. when the lunch is complete.
- To mop up any spillages as they occur within the dining room.
- To ensure that pupils are escorted to and from detached dining rooms.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals including liaising with the school nurse
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Such other duties as may be commensurate with the grade and nature of the post.

**Line Management**
Head Teacher (School Business Manager to undertake performance management reviews)

**Review and Amendment**
This job description is subject to an annual review.

### PERSON SPECIFICATION

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<thead>
<tr>
<th>Characteristic/Skills</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td><strong>Qualifications</strong></td>
<td>Ability to read and write.</td>
<td>Stage 1 CACDP (Sign Language)</td>
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<tr>
<td><strong>Experience</strong></td>
<td>Looking after young people between the ages of 11-17 yrs</td>
<td>Worked as a lunch time supervisor. Worked as a classroom assistant. Worked with d/Deaf young people in a caring and or educational capacity.</td>
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<td><strong>Communications Skills</strong></td>
<td>Ability to communicate in a warm and friendly way. Must have clear lip-patterns. Ability to stay calm in stressful and frustrating situations.</td>
<td>Ability to communicate with d/Deaf young people.</td>
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<tr>
<td><strong>Other qualities</strong></td>
<td>Ability to be caring and understanding. Ability to make informed decisions. Ability to be firm but fair. Must enjoy standing outside in all weathers. Ability to support young people who are unable to play appropriately.</td>
<td>Proven experience of working in a caring way. Proven experience of being firm and maintaining control.</td>
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<td><strong>Other</strong></td>
<td>Knowledge of equal opportunity policies.</td>
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