

Job Description

Lunchtime Supervisor

Activity code: 510 Cost centre: 2LS Department: EDSUP

Job title	Lunchtime Supervisor	Based at	School
Line Manager	Class teacher/Executive Headteacher/Headteacher/Head of School		
Direct Line Management responsibility	None	Indirect Line Management responsibility	None
Frequent working relationships	Pupils, families, teaching staff, support staff		

Main purpose of the role	To take an active role in the assistance and supervision of children during the lunch break, encouraging responsible and appropriate behaviour, activities and play ensuring the safety of pupils.
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Duties & responsibilities

For all roles

- Understand and implement all Safeguarding policies and procedures in relation to working with children and young people
- Adhere to all Trust policies and procedures
- Be responsible for own continuing professional development
- Attend meetings as requested
- Maintain confidentiality at all times
- Undertake other duties as appropriate to the level of the role as required

Duties & responsibilities

1. To undertake the supervision of children during the lunch period in accordance with the School's procedures & policies
2. To interact positively with children to encourage them to engage in meaningful and constructive activities, and to deal with emergencies that may occur.

3. To assist children in preparing for meals including hand-washing, helping children with the correct use of cutlery, promoting good table manners and encouraging children to eat a variety of foods.
4. To administer personal care to the individual children within your care as required during the lunch period.
5. To be aware of the interaction between children in the playground
6. To remain aware of the whereabouts of the children in your care at all times ensuring they remain within the school premises.
7. To administer minor first aid (as trained) and assist with sick children where necessary. To comply with the School's First Aid policies and procedures.
8. To report back to the appropriate Teacher relating to children's progress, achievements, behaviour or problems which may become apparent.
9. Meet the needs of incontinent pupils.

Mandatory training

Prior to starting employment

- Child Protection/Safeguarding
- Online safety
- Prevent
- Cyber security
- GDPR
- Equality & inclusion
- Health & Safety awareness (in induction pack)
- Fire awareness (in induction pack)
- Health & Safety induction

Role specific

- As appropriate to the pupil(s) being supported

Prepared by: An Daras Trust

Date: January 2023



Person Specification

Lunchtime Supervisor

Qualifications		Essential	Desirable	How identified		For shortlisting only
Criteria				Application form	Interview	Criteria met (application form)
1.	Attainment of level 1 standard of education, or be able to demonstrate an equivalent level of knowledge through practical relevant experience	✓		✓		
2.	Basic first aid certificate		✓	✓		

Experience		Essential	Desirable	How identified		For shortlisting only
Criteria				Application form	Interview	Criteria met (application form)
1.	Previous experience of working with children	✓		✓		
2.	Previous experience of working with children in a school environment		✓	✓		

Knowledge		Essential	Desirable	How identified		For shortlisting only
Criteria				Application form	Interview	Criteria met (application form)
1.	Knowledge & understanding in SEND		✓	✓	✓	
2.	Knowledge & understanding of the National Curriculum		✓	✓	✓	
3.	Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people	✓		✓	✓	

Skills		Essential	Desirable	How identified		For shortlisting only
Criteria				Application form	Interview	Criteria met (application form)
1.	Good communication skills	✓		✓	✓	
2.	Ability to prioritise between different demands	✓		✓	✓	
3.	Self-motivated & enthusiastic	✓			✓	
4.	Patient and friendly approach	✓			✓	
5.	Displays an awareness, understanding & commitment to the protection & safeguarding of children & young people	✓		✓	✓	