

# Lancasterian Primary School



A safe and welcoming learning community where:

- we all aim high;
- everyone is included;
- creativity is valued.

**Job Title:** Lunchtime Supervisor Spinal Point 2

**Supervisor:** Senior Lunchtime Supervisor

## **Purpose of Job**

To supervise pupils, during the lunch period, in dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.

## **Main Duties**

1. To report to the Senior Lunchtime Supervisor at beginning of the lunch period and receive instructions with regard to duties e.g. special attention certain pupils may need, any special dietary needs, pupils who are to be allowed off school site etc.

### **(a) Dining Hall duties**

2. Before pupils enter the dining hall, to ensure that pupils have visited the toilet and washed their hands where appropriate.
3. If a pupil has messed him/herself, to wash child and change clothing where appropriate and in accordance with the council's infection control procedures.
4. To organise dinner queue and entrance of pupils into dining hall and from dining hall to playground; ensuring good behaviour and calm atmosphere.
5. To deal with any bullying/fighting that may occur using own judgement (to intervene or call for assistance), and to report incidents to Senior Lunchtime Supervisor according to severity of incident.
6. To direct pupils to seats; decide on seating arrangements, and separate problematic combinations of pupils where necessary.
7. To encourage pupils to eat (including those with packed lunches) especially those with special needs or disabilities and to assist children with cutting up food where necessary.
8. To encourage social skills and good table manners, ensuring safety with knives and forks; to assist in pouring gravy or water where appropriate and to organise scraping and stacking of dinner plates/beakers and ensure cutlery is not thrown into food waste bucket if, or as required by the Headteacher.
9. To clean up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff.

10. To deal with body spillages in the dining hall in accordance with the council's infection control procedures, to change clothing and wash pupil if necessary and to ensure that pupil goes to medical room.
11. To have shared responsibility with other Lunchtime Supervisor's and/or teachers for the maintenance of order and discipline in the dining hall.

**(b) *Playground duties***

12. Where appropriate, to collect pupils from classroom if going straight into playground, and to ensure that they are adequately dressed for the prevailing weather conditions where necessary.
13. To supervise and control entrance to school during the lunch break to ensure children do not leave the playground. Check on any strangers who may enter the school premises, be observant of any loiterers and report to Senior Lunchtime Supervisor.
14. To direct pupils to playground and supervise their activities. To monitor the behaviour of pupils in the playground, ensuring their safety and wellbeing, providing emotional support where necessary.
15. To prevent bullying, counsel children, be aware of changes in friendships, encourage socialising, play etc. and occasionally participate in games.
16. To discourage any dangerous activities. To deal with any bullying/fighting that may occur using own judgement (to intervene or call for assistance), reporting incidents to Senior Lunchtime Supervisor according to severity of incident.
17. To report any bad behaviour, assaults, carrying of weapons by pupils or theft of belongings which may occur during the lunch break to the Senior Lunchtime Supervisor.
18. To ensure that pupils who leave the school site have permission to do so (only if required by the Headteacher/Senior Lunchtime Supervisor).

**(c) *Other duties***

19. To supervise and control pupils on the school premises (hall and classrooms etc); movement of pupils on stairs and through corridors, when they are not allowed outside in inclement weather. (In inclement weather the decision as to whether the Lunchtime Supervisors take the pupils into the playground or stay inside will be made following consultation between the Headteacher and Senior Lunchtime Supervisors. As a general rule, Lunchtime Supervisors will not take pupils into the playground if it is raining, snowing, foggy or extremely cold.)
20. To be aware of the cultural differences of pupils and of the council's policies on equal opportunities, especially with regard to racism and sexism. To deal with any incidents of racism and sexism in accordance with the Council's policy and any agreed procedures within the school.
21. To check toilet areas regularly for signs of pupils smoking/vandalism/blockage of toilets and wash basins and to ensure pupils are not loitering or playing in toilet areas. To report any damage or blockages to caretaking staff.
22. To report any incidents of body spillages outside dining hall to the Senior Lunchtime Supervisor.
23. To ensure that all pupils who suffer any injury/accident are dealt with appropriately in accordance with the school's agreed procedures.

24. To ensure effective safeguarding for all children at all times and follow the school's Child Protection policy.
25. To undertake such other duties consistent with the purpose of the job and/or main activities or duties.

### Lunchtime Supervisor Person Specification

	Essential	Desirable
<b>Knowledge and Experience: evidence of</b>		
Experience of supporting students with learning difficulties and/or disabilities.	*	
<b>Skills and Personal Qualities: evidence of</b>		
Good communication skills	*	
An ability to take responsibility for tasks without direct supervision.	*	
An ability to work with young people with a wide range of support needs.	*	
A commitment to treating people equally and with a respect for diversity.	*	
An ability to work well with others.	*	
An ability to work flexibly.	*	
A willingness to undertake further training, if necessary, to meet the needs of the students.	*	
A commitment to putting the needs of students first.	*	