



LUNCHTIME SUPERVISOR

(Line supervisor role)

Term time only (1 inset day worked)
Line Manager: School Business Leader, Headteacher
11.30am – 1.30pm daily (10 hours per week)

PURPOSE

To supervise the lunchtime team, ensuring high quality care and supervision of the children during the lunchtime period, ensuring welfare and safety at all times.

The role provides an important service – the role holder will have direct contact with children, supervising and directing lunchtime staff during the lunchtime period. The role holder will be able to work within the team and ensure all school policies are correctly followed and standards are met. They will also be expected to routinely resolve issues, problem solve and seek assistance from SLT when needed. The role holder will be expected to be visible within the playground, dining hall or field, patrolling areas and directing lunchtime staff.

The position is based both indoors and outdoors and will therefore be subject to weather conditions and noise.

SUPERVISORY ACTIVITIES

- Day to day supervision of staff, induction of new staff, coordination of school wide cover during absence.
- Ensure gates and other high-risk areas are properly supervised
- Liaise with teaching staff with regards to break activities including wet play activities.
- Ensure lunchtime staff are supervising classrooms and assisting class-based activities during wet play.
- Be first point of call for any lunchtime issues – deal with issues escalating to SLT if necessary
- Raise any issues or concerns via agreed methods (policies in place)
- Follow up with staff, ensuring all incidents/issues have been dealt with by the end of service
- Ensure first aid station and key supervision areas are manned and service runs on time
- Ensure staff have correct uniform/equipment
- Ensure staff assist with playground/field games and interact with pupils
- Preparation of weekly rota ensuring midday staff each have time in both dining hall and playground
- Ensure consistency in dealing with behaviour and expectations from staff and pupils during the lunchtime period.
- Ensure the dining hall/eating areas are cleaned appropriately during and after service.

- Model high quality interactions with children ensuring all staff follow through on this.
- Lead the midday team in ensuring standards are high

SUPPORT FOR PUPILS

- Ensure packed lunch trolleys are suitably placed in corridors
- Ensure children line up safely and sensibly outside dining hall and enter into the hall in a quiet, orderly manner and remain seated whilst eating.
- Ensure good table manners and correct use of cutlery.
- Maintain good behaviour and noise levels
- Monitor disposal of waste and the removal of crockery and cutlery and ensure areas are mopped and cleaned and surfaces disinfected.
- Patrol playground, fences and gates to ensure safe play at all times
- Calmly deal with unacceptable behaviour in accordance with school policies
- During Wet Play, ensure there are class-based activities

SUPPORT FOR THE SCHOOL

- 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 all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance management as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as required.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

EXPERIENCE

- Working with or caring for children of relevant age.
- Supervisory/line management experience

QUALIFICATIONS

- Good numeracy/literacy and communication or negotiation skills

KNOWLEDGE/SKILLS

- Appropriate knowledge of first aid.
- Use basic technology – computer, photocopier.
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own duties within these.

The above-mentioned duties are neither exclusive or exhaustive. At the discretion of the Head Teacher, such other activities may from time to time be required, consistent with the nature of the job described above.

Manford Primary School is committed to safeguarding and promoting the welfare of Children and Young People and all staff working with these groups are expected to share a commitment to this. Adults employed by the school, contractors or volunteers within the school will be expected to report and concerns relating to the safeguarding of children and/or young people in accordance with agreed procedures. If any conduct in relation to the safeguarding of Children or Young People gives cause for concern, the School's agreed Child Protection procedures will be followed, alongside implementation of the school's Disciplinary Procedure. In accordance with Safer Recruitment Guidelines and Data Protection Guidelines, we reserve the right to use social media as part of our recruitment processes.