

LUNCHTIME SUPERVISOR

ROLE PURPOSE

To supervise and assist children during lunchtime, inside the school and in the playground, to ensure a safe and positive learning environment is maintained and that all children behave in an appropriate manner.

During the meal, activities include monitoring children to encourage them to eat healthy lunches, helping children who are having difficulties, for example with cutting up food, encouraging good table manners, and ensuring that behaviour does not become too boisterous.

After the meal, Lunchtime Supervisors supervise children in the playground (or in the hall or classroom in wet weather), stop any dangerous behaviour, deal with any quarrels or fights, comfort children who are upset, they may deal with and follow procedures for minor injuries such as cuts, grazes and bruises, and they may organise games.

JOB DESCRIPTION

Provide a safe environment for children and take responsibility for supervising and assisting children over the lunchtime period. To make decisions to resolve problems and issues that may arise during the lunchtime period.

To monitor children in the dining room in order to encourage children to eat healthy, balanced lunches.

Address any misbehaviour by children and control children from entering restricted areas or leaving the premises without authorisation to ensure their safety and wellbeing and to manage behaviour using approved sanctions outlined by the school.

Set up and clear away tables and benches/chairs in dining areas; clean up any spillages of food and drink, and sweep the floors once they have been cleared, to ensure that the dining areas are ready for children to use when required, and that the floors are kept clean and safe.

Ensure there is adequate provision of resources, including play equipment and organised games, to keep children occupied during the lunchtime period and to organise the lunchtime period and coordinate duties with colleagues to ensure an appropriate balance of dining and recreation time for children.

Liaise with teaching staff to share information, concerns and issues regarding children to ensure that there is continuity in helping to solve any issues or problems throughout the school.

Deal with, record and make appropriate decisions concerning first aid incidents and illness to ensure maximum safety for the children during lunchtime. Check, monitor and resolve health and welfare issues, and where necessary refer these to appropriate members of staff.

Organise and decide on procedures and activities in the event of wet weather and to undertake a regular review of successful and unsuccessful sessions to ensure that children are happy and occupied during the lunchtime period.

Contribute as a member of a team to the ethos and environment of the school.

Adhere to need for confidentiality at all times.

KNOWLEDGE, EXPERIENCE & TRAINING

- Able to demonstrate interest in working with and interacting with children.
- Experience of working with children in an educational setting preferable.
- An awareness and ability to identify issues that children may experience and how they can be resolved.
- Good communication and listening skills.
- An awareness of child protection issues
- Ability to problem solve and communicate adequately concerning issues with staff and children.
- Awareness of equal opportunities.
- Manual handling skills.

This Job Description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. The major tasks may be reviewed from time to time to reflect changing departmental needs and circumstances. This list should NOT be interpreted as exhaustive and other tasks may need to be completed as appropriate.

The Trust may, should the need arise and on giving you reasonable notice, require you to transfer to another place of work within The Hawksmoor Learning Trust. We can offer the successful candidate a friendly, welcoming ethos and training with committed and supportive staff, enthusiastic children and a supportive parent and governing body.

This school is committed to safeguarding and promoting the welfare of all our children. The successful applicant will be required to have Enhanced DBS clearance, complete a Childcare Disqualification Declaration, have a Health check and supply two satisfactory references.