

<b>JOB DESCRIPTION</b>	
<b>Post Title:</b>	<b>Lunchtime Supervisor</b>
<b>Grade of Post:</b>	<i>See personal contract</i>
<b>Working Pattern:</b>	<i>See personal contract</i>
<b>Disclosure level:</b>	Enhanced
<b>Purpose:</b>	To actively supervise the pupils in the dining room, playground and throughout the school premises during the lunchtime period
<b>Reporting to:</b>	Lunchtime Supervisor in Charge
<b>Responsible for:</b>	Monitoring and supervising students during lunchtime periods.
<b>RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Maintain checks throughout the lunch break to ensure students safety.</li> <li>• Ensure the discipline policies are implemented.</li> <li>• Report accidents and complete accident forms where necessary.</li> <li>• Record inappropriate student behaviour and convey serious incidents to staff.</li> <li>• Control queues in and out of dining areas.</li> <li>• See that any spillages are removed quickly and have an arrangement so that a floor cloth, dust-ban and brush are readily accessible.</li> <li>• Ensuring areas are left clean and tidy by students and other staff members.</li> </ul>
<b>DUTIES</b>	<ul style="list-style-type: none"> <li>• Ensuring all students return to their classrooms at the end of the lunch period.</li> <li>• To respect the confidentiality of sensitive information divulged by staff, parents/carers and students.</li> <li>• To understand and comply with the school's Child Protection policy and guidelines.</li> <li>• Ensure health, safety and welfare of students is maintained at all times.</li> <li>• Deal with any immediate problems or emergencies in accordance with the school's policies and procedures.</li> </ul>
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>• Participate in appropriate school based meetings and training activities.</li> <li>• Review and develop own professional practice by attending relevant courses and provide feedback to colleagues.</li> </ul>

**OUTSIDE  
SUPERVISION**

- Make sure all outside dining areas are left clean and tidy throughout the lunch period as well as at the end.
- Ensure acceptable standards of behaviour are maintained at all times.
- Promote the inclusion of all students.
- Ensure there are no hazards in the outside areas that could potentially pose a threat to students during the lunch period.

**There is an expectation that staff maintain a professional dress code and all areas are designated as no smoking workplaces, ID badges will be worn and will be on show.**

Shrewsbury Academies Trust  
 The Grange Primary  
Person Specification – Lunchtime  
Supervisor



	ATTRIBUTES	ESSENTIAL	DESIRABLE	How assessed
QUALIFICATIONS	Good standard of education First Aid	✓	✓	A.I
EXPERIENCE	Supervising children from Nursery to KS2 An understanding of managing the behaviour of groups of children.	✓	✓	A.I.P
SKILLS & ABILITIES	Ability to relate well to children and adults Ability to work constructively as part of a team Ability to maintain a safe, calm and happy approach Ability to encourage high standards of pupil behaviour at all times.	✓ ✓ ✓ ✓		A
KNOWLEDGE & UNDERSTANDING	Basic childcare and health and safety knowledge Be able to recognise behaviour giving cause for concern.	✓ ✓		
PERSONAL QUALITIES	Excellent communication skills Team worker Flexibility Reliability Creativity Conscientious & ambitious Excellent interpersonal skills with students, colleagues and parents Positive 'can do' approach	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		A.I.P.R

(A) Application (P) Presentation (I) Interview (R) References

**All candidates will need to demonstrate at interview and in their application that they will be able to work with children having proper regard for their wellbeing and safety.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_