

Job description: Lunchtime Supervisor

Location	Meadow Park Academy, Reading
Contract term	Permanent
Full time/term time	8.75 hours per week, Term time only (11.30am to 1.15pm Mon – Fri)
Pay range	RG2 SCP 3 £20,812 to SCP 4 £21,189 per annum, pro rata (£10.79 to £10.98 per hour)
Reporting to	Senior Leadership Team

Job purpose

To work and be responsible as a member of the Lunchtime Team and be responsible in ensuring the safety and well-being of pupils during the lunch period in accordance with school policies.

Main duties and responsibilities

- Interact appropriately with the children at all times, in all environments and all weathers.
- Use initiative to ensure the smooth running of the activities taking place.
- Encouraging safe, social interaction and play.
- Have high expectations of behaviour, ensuring that pupils behave in accordance with the school's behaviour policy, identifying and dealing with unacceptable behaviour.
- Support the Schools Behaviour Policy at all times.
- Maintain awareness of individual children's needs so that any behavioural issues can be dealt with in an informed and appropriate way.
- Demonstrate sensitivity when dealing with children and parents.
- Encourage acceptance and inclusion of all children in the school.
- Promote pupils' self-esteem.
- Report any matter of significance to the class teacher(s) or Headteacher if it is thought a child's wellbeing could be affected (in compliance with the school's health and Safety and Child Protection policy).
- Retain confidentiality at all times.
- Contribute to a positive school environment.
- Act as a good role model when interacting with children and set a good example in terms of dress, punctuality and attendance.

Dining Hall

- Promote the health, safety and welfare of the children in the school at all times.
- Prepare the dining area so that all pupils can be accommodated during the lunch period and ensure that the area is clean and tidy to enable it to be used for the afternoon session.
- Ensure that pupils eat their lunch in an acceptable manner and that tables are left clean and tidy. This will involve teaching children to use a knife and fork, encouraging good manners, monitoring eating habits and behaviour.



- Encourage healthy eating.
- Work in collaboration with the catering team.

Playground

- Ensure pupils are adequately dressed for weather conditions when they come out to the playground.
- Direct children onto the playground and to line up in their classes at the end of lunch, ensuring safety and wellbeing.
- Prevent bullying, be aware of changes in friendships, encourage positive socialising play etc.
- Occasionally participate in games.
- Encouraging safe, social interaction and play and discourage dangerous activities.
- Deal with unacceptable or challenging behaviour, following prescribed guidelines.
- Report bad behaviour, assault, carrying of weapons, banned substances to the school office or Senior Leadership Team.
- Supervise and manage pupils, ensuring they do not leave the playground without permission.
- Deal with any emergencies, including first aid, in line with school's policies and procedures.
- Be observant, check for strangers on the school premises. Report to the school office or Senior Leadership Team.
- Supervision and management of pupils inside school premises when unable to play outside. Encourage various games and activities.
- Ensure, according to instructions given, all pupils return to the care of Teachers at the end of the lunch period.

Health and Safety responsibilities

- Work within the school's policies and procedures including safeguarding and health & safety.
- Complete First Aid training and administer First Aid to any child/adult who has a minor accident.
- Deal with any emergencies, including first aid, in line with school's policies and procedures.
- Ensure a child's safety and comfort if they are unwell, communicating with other staff.
- Comply with all relevant standards of safety, security and hygiene, ensuring that knowledge of the standards is up to date.
- Care for, maintain and clean the school environment and play equipment, ensuring that communal areas such as dining hall and playgrounds are always clean and in order.
- Minor incidents to be dealt with but major issues referred to the caretaker/regional operations manager. This is a shared responsibility with all staff.
- Report maintenance issues to the caretaker.

Professional Development Responsibilities

- Attend training courses as required, including some in-service days.
- Take responsibility for ensuring own knowledge is up to date and relevant, i.e. keeping abreast of current educational practices and other relevant areas such as health and Safety and Safeguarding Children.

Other Responsibilities

- Undertake any other duties instructed by the Headteacher.



This job description will be supported by the school improvement plan, which may identify key distinct tasks and responsibilities for this role in the school year. These will be derived from ongoing school self-evaluation and other local/ national priorities. The Post holder's duties must be carried out in compliance with the school's policies and procedures including child protection and safeguarding procedures.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate.

Person specification: Lunchtime Supervisor

Qualifications and training <i>Evidenced through: Application</i>	Essential	Desirable
Level 2 Food Safety & Hygiene		✓
Paediatric First Aid Training		✓

Experience/employment record <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Experience working with children of relevant age in a learning environment	✓	
Experience supporting children with SEND		✓
Good understanding of child development and learning processes		✓

Personal qualities <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Ability to relate to pupils in a positive way through encouragement, support and empathy.	✓	
The ability to converse at ease with members of the public and provide advice and information in accurate spoken English.	✓	
Ability to work as part of a team, and lead when required.	✓	
Ability to relate well to children and adults	✓	
Work constructively as part of a team, understanding roles and responsibilities and your own position within the school	✓	
Constantly improve own practice/knowledge through self-evaluation and learning from others	✓	