

JOB DESCRIPTION – LUNCHTIME SUPERVISOR

JOB PURPOSE:-

- (a) Working within a framework of duties, provide support for the social and personal needs of pupils, ensuring that they have a safe and healthy environment, during lunchtime break periods at the school.
- (b) To act as an integral part of the school staff team, and as such to make a contribution to the overall aims of the school, working within agreed policies and procedures.

OBJECTIVES:

- To establish and maintain effective relationships with pupils, and provide care and support to them during lunch break activities.
- To develop and maintain working relationships with other school staff, and to review and develop own skills and practices.
- To contribute to the management of pupil behaviour and security.
- Assist with the management of communal areas and activities.

MAJOR AREAS OF RESPONSIBILITY:

- A.** Provide the appropriate level of support and supervision needed by pupils to promote independence and good social behaviour, taking into account their educational, cultural and/or religious background.
- B.** Awareness of, and adherence to, current health and safety legislation and approved codes of practice as advised in the school's health & safety policy.
- C.** Assisting with the management and control of school equipment and resources to meet the day to day needs of the school.
- D.** Develop and maintain effectiveness as a member of the school staff by taking responsibility for own continuing learning and development in respect of their role.

KEY TASKS:

- A1.** Contribute to the development and maintenance of school policies which encourage positive pupil behaviour and always follow agreed behaviour management procedures.
- A2.** Monitor the movement and activities of pupils around the school lines and ensure that all pupils remain secure on the school premises during their lunch break and that no child leaves the site without the explicit permission of a member of the teaching staff and/or with parental consent.
- A3.** At the end of lunch, and using the school's established behaviour management warning system, report to the Senior Lunchtime Supervisor any observed pupil behaviour or any particular incident, which in their opinion is either (a) unacceptable or contrary to school standards, or (b) in the interest of the pupil warrants further consideration.
- B1.** Report details of any unknown or unauthorised visitors to the Senior Lunchtime Supervisor or duty teacher at the earliest opportunity.
- B2.** Responsible for reporting situations which potentially pose a danger to any pupil or member of staff in the school.
- B3.** Always undertake duties in such a way as to ensure that the school has a safe and welcoming environment. Be familiar with all the school's policies concerning the safety of pupils.

- C1.** Assist with the preparation of tables, chairs and other facilities to be used by pupils during their lunch break. Clean up any spillage of food or drink during the meal and assist with the clearing away of the facilities when the lunch break is over.
- C2.** Overall responsibility for the tidiness of and general order in the dining areas during the school lunch break.
- C3.** Undertake other janitorial tasks (e.g. cleaning, litter picking, furniture removal) in the event of reduced lunchtime supervision being required (e.g. Open Day(s), activities week, end of term). Should the LTS not wish to undertake such tasks then they should inform their line manager in advance that they will be taking a day's unpaid holiday.
- D1.** Participate in appropriate staff meetings and contribute to the development of policies and procedures relating to lunch break management.
- D2.** Provide effective support for all other members of the school staff by sharing own knowledge and expertise in a positive and constructive manner.
- D3.** Take an active role in supporting and developing a culture of team working for the benefit of pupils', both individually and collectively.
- D4.** Work effectively with all other staff in the school, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school.
- D5.** Attend training activities relating to the role which are provided by the school.

ACCOUNTABILITY:

The Lunchtime Supervisor post is accountable to the Senior Lunchtime Supervisor and has no posts for which (s)he is the line manager.