

Lunchtime Supervisor – Job Description

1. Key duties:

- Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs.
- Report incidents in line with school policy.
- Individuals in this role may also undertake some or all of the following:
 - Assist in the supervision of other activities during the midday break, including setting out and storing equipment
 - Clean up spillages of food or liquid during meal service
 - Wipe down tables and clean dining areas between meals

2. Specific Responsibilities

- Monitor the movement and activities of pupils 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.
- Supervise the respectful and safe conduct of students during their lunch break by:
 - Maintaining a clear presence in a particular area of school as directed by your line manager
 - Maintaining appropriate supervision of students in this area
 - Working to prevent issues arising through timely interaction with students
 - Regularly engaging positively with the students in this area, whether through praise or other conversation
 - Regularly circulating around this area
- Assisting with the management of loaned equipment with the students
- Promoting a responsible attitude to litter amongst the students by carrying a rubbish bag or other receptacle
- Ensuring the safety and wellbeing of students through conversation (and appropriate follow-up where necessary) with those that require it
- Reporting any safeguarding concerns to one of the school's DSLs (or via your line manager)
- Questioning students who are not adhering to the behaviour expectations placed on them in such a way as to address but avoid escalating the situation. This may mean intervening with students who are:
 - Being excessively rough
 - Being excessive loud
 - Being unkind to another student
 - Using inappropriate language
 - Using a mobile phone
 - Dropping litter
 - Engaging in other inappropriate or prohibited activities
- Report issues to your line manager, either immediately or later during the same day
- Report situations which potentially pose a danger to any pupil or member of staff in the school.
- Report details of any unknown or unauthorised visitors to the Senior Lunchtime Supervisor or duty teacher at the earliest opportunity.

- 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.

To support your role you will be required to attend meetings and training activities which are provided by the school, for which you will be paid.

Larkmead School is a member of the Vale Academy Trust. The Trust and its schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check.

All staff will be expected to promote fundamental British values as part of a school that values diversity and individuality, exemplified in our values of 'one community, individual minds, creating futures.