

Role Profile: Lunchtime Supervisor

Purpose

Securing the safety and welfare of pupils during the mid-day break. This will involve effective supervision of pupils in and about the premises of the school.

Key Accountabilities

Supervision of pupils in the dining room, including:

- Where appropriate, assist/supervise pupils with their general hygiene requirements prior to and after lunch
- Organising pupils queuing at lunchtime and their movement in and out of the dining room and playground, ensuring excellent behaviour and a calm atmosphere.
- Maintaining high standards of behaviour, in line with school policy and procedures and following school routines and rituals.
- Ensuring a calm atmosphere, polite manners and high-quality conversation whilst children enjoy their meal.
- Cleaning up any spillages.

Supervision of pupils in the playground and about the school premises, including:

- Ensuring that pupils are supervised at all times.
- Ensuring that pupils move safely around the building and premises.
- Challenge any strangers who may enter school premises in accordance with school guidelines and report to office and senior staff.
- Actively interacting with pupils and engaging in purposeful play activities.
- Dealing with any inappropriate behaviour in line with school policies.

General statements

- Undergo and meet school conditions for a satisfactory enhanced DBS check.
- Comply with all legislation and school policies regarding safeguarding, health and safety, and data protection requirements.
- Comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the school's policies and procedures.
- Treating all information acquired through your employment, both formally and informally, in strict confidence.
- Recognise, respect and value difference. Strive to remove barriers and disadvantages which people may face, in relation to disability, ethnicity, gender, religion, belief or faith and sexual orientation.

To contribute as an effective and collaborative member of the school team

- Participating in training to be able to demonstrate competence.
- Contributing in meetings and being a supportive member of the school team.
- Promote the vision and agreed aims of the school
- Demonstrate teamwork and professionalism at all times

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Ability communicate effectively with all children (age groups between pre-prep – KS3). 	
Qualifications	<ul style="list-style-type: none"> • Competent at reading and writing English. 	<ul style="list-style-type: none"> • Paediatric First Aid certificate (training will be given). • Food Hygiene Certificate (training will be given).
Experience	<ul style="list-style-type: none"> • Ability to manage behaviour in a calm and positive way and conduct positive behaviour management. • To be able to support and develop children’s play and to communicate effectively with young children. 	
Other	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people. • Commitment to safeguarding and promoting the welfare of children and young people. 	

Key Stakeholders:

Internal – Colleagues, Pupils

External – Parents

Signed: **Name (print):**

Date: