



# EMMANUEL MIDDLE SCHOOL

## JOB DESCRIPTION LUNCHTIME SUPERVISOR

Reporting to: Headteacher

The postholder's role is to ensure the safety, general welfare and conduct of pupils during the lunch break period. Assistance is also given to school staff with basic cleaning and general duties in and around the dining areas.

To be responsible to the Headteacher (or designated member of staff) for the supervision of pupils during the lunch break so as to ensure the safety, general welfare, behaviour and social development in link with policy and practice of pupils during this period.

### MAIN DUTIES

- To supervise pupils in designated areas of the school during the lunch break and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.
- To establish safe and appropriate behaviour by effective intervention or referral to senior staff.
- To supervise the movement of pupils to and from dining areas, including any personal hygiene requirements.
- To maintain good order in dining areas.
- To assist pupils, where necessary, with drinking facilities or other aspects of the midday meal.
- To administer the distribution of free school meals in accordance with school policy.
- To assist in the clearance of any spillages and wiping down, clearing or resetting of tables as appropriate.
- To assist in the setting up and removal of furniture where necessary.
- To take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
- To report any unauthorised visitors on school premises.
- To complete any documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required.

### SUPERVISION

The postholder will be expected to work with limited supervision to an established work pattern. There will be support available from the Headteacher and/or other designated member(s) of staff. Meeting will be arranged as necessary for briefing and/or feedback on relevant school or individual pupil matters.

### PROBLEMS AND DECISIONS

The postholder will be supervising the movement and conduct of pupils and be expected to intervene, as appropriate, to establish safe and proper behaviour. The nature and level of intervention and the referral of problems to senior staff will depend on personal judgement within any guidelines and policies issued by the school.

### CONTACTS AND RELATIONSHIPS

There is a high level of interaction with individual and groups of pupils. The postholder must also work as a co-operative member of a team of supervisory assistants, liaising as necessary with other school staff.

### **KNOWLEDGE, SKILLS AND EXPERIENCE**

No formal qualifications or previous experience is required by the ability to establish positive expectations of pupil behaviour, good relationships with staff and pupils, and sensitivity to pupils' needs is important.

### **PHYSICAL EFFORT**

Movement of chairs and tables will be required on a regular basis during the setting up of the school hall as a dining area.

### **WORKING ENVIRONMENT**

There may be some occasions when the postholder will be expected to attend to a pupil with soiled clothing due to sickness or toileting problems. In some cases there may be a need to cope with verbal or physical aggression from pupils.

This post will also involve many supervisory duties being undertaken on the playground or other external spaces.

### **EQUIPMENT**

Personal protective equipment must be worn at all times, as provided, and maintained to an appropriate standard.

### **SPECIAL NOTE**

*The post will be subject to a full police and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and all convictions or cautions must be declared.*