



JOB DESCRIPTION

Role:	Lunchtime Supervisor
Grade/Rate of Pay:	1
Hours:	
Responsible to:	Headteacher
Direct Supervisory Responsibility:	None

Main Purpose of the Role:

To work with staff to ensure that the lunchtime runs efficiently and smoothly. To supervise students, making their safety and security the main priority, in the dining hall and elsewhere around the school where necessary.

Duties and Responsibilities:

- To positively encourage good behaviour, table manners and hygiene
- To assist younger pupils where necessary whilst they are taking a meal
- To actively supervise the dining room procedures
 - Carrying of meals if needed
 - Training children in the correct use of cutlery
 - Cleaning up food and water spillages on tables and floors
 - Supervise the stacking of plates/dishes as appropriate
- Supervise students after lunch, either inside or outside of the school building, being especially vigilant as to the health, safety and security of the students within their care and in accordance with the School's Behaviour Policy
- Ensure reasonable behaviour and safe conduct of pupils by maintaining good order and discipline, dealing appropriately with all incidents of disorder ensuring that any disruption is minimised
- Attend to accidents which may occur during lunch time in accordance with the school's Health and Safety Policy, reporting any accidents in the First Aid log and informing class Teacher/Headteacher where appropriate

General:

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with Headteacher
- Promote the positive ethos and culture of the school to other staff, governors, parents, children and members of the wider community.
- To comply with individual responsibilities, in accordance with the role, for Health and Safety in the workplace

- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Crofty Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

Person Specification:

	Essential	Desirable	Recruiting Method
Education and Training	Attainment of level 1 standard of education, or be able to demonstrate an equivalent level of knowledge through practical relevant experience	Level 2 qualification in a related area First Aid Certificate Health and Food Safety Certificate	Application/Interview
Skills and Experience	Experience of working with children Good communication skills Ability to prioritise between different demands An interest in children and education	Experience of working with children in a school or similar environment	Application/Interview/Assessment
Specialist Knowledge and Skills	Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people Demonstrates an awareness, understanding and commitment to equal opportunities		Application/Interview/Assessment