



JOB DESCRIPTION – Lunchtime Supervisor (Grade 2)

Employee Name:
Date:
Job Title: Lunchtime Supervisor
Grade: GR2
Line Management:
Performance Manager:
The job description has been extracted from the Birmingham City Council Human Resources Portal.
Hours: 6 hours 40 minutes per week for 39 weeks per year
Daily: Working hours will be varied around a set shift pattern to cover the lunchtime period, therefore flexibility will be required.

1.0	JOB PURPOSE:
1.1	To supervise pupils who remain on the school premises during lunch time, ensuring that the children eat meals safely and behave appropriately.
2.0	DUTIES AND RESPONSIBILITIES:
2.1	Ensure that dinner registers are collected daily from the office and kept secure as they contain sensitive information. Ensure they are returned to the office daily.
2.2	Assist with setting up the folding canteen tables and getting the hall ready for lunch time.
2.3	Assist/supervise pupils with washing of their hands before they eat.
2.4	Escort pupils from classrooms/outside into dinner hall, organise dinner queue and escort pupils from the dinner hall to playground; ensuring good behaviour and calm atmosphere.
2.5	Ensure that all pupils booked for a school lunch are in the dining hall at the correct time.
2.6	Be aware of pupils on special or restricted diets for medical reasons and religious or moral beliefs.
2.7	Assist younger pupils with their dinner choice at the serving counter, with the proper use of cutlery and cutting up of their food where necessary.
2.8	Encourage social skills and good table manners ensuring safety with knives and forks.
2.9	Encourage pupils to eat (including those with pack lunches).
2.10	Assist pupils with the return of used plates, trays, cutlery and beakers.
2.11	Supervise pupils eating pack lunches and ensure that all packed-lunch equipment is cleared away after use.
2.12	Report to the Deputy Head any child whose diet may have cause for concern.
2.13	Ensure any spillages are cleaned promptly and tables are cleaned between sittings.
2.14	Take charge of groups of children in the playground or the classroom, depending on the weather. Supervise activities and behaviour, ensuring their safety and wellbeing.
2.15	Ensure children are adequately dressed for the prevailing weather conditions where necessary.
2.16	Devise and initiate constructive play opportunities for children when required.
2.17	Ensure that children remain within a safe environment, and that they play safely. Discourage any dangerous activities.
2.18	Help children acquire social skills. Prevent bullying, be aware of changes in friendships, encouraging socialising, play etc. Provide emotional support where necessary.
2.19	Set suitable behaviour standards and deal with any unacceptable or challenging behaviour in line with school policy.
2.20	Have an awareness of the school's policy on Child Protection.



	2.21	Attend to minor accidents sustained during the lunchtime break, and seek appropriate assistance if necessary. Ensure that first aid slips are completed.
	2.22	Attend to any pupil who becomes ill during the lunchtime break, and again seek appropriate assistance if necessary.
	2.23	Report to the Deputy Head any acts that constitute serious infringements of school rules.
	2.24	Liaise effectively and professionally with staff, teachers and parents, as required.
	2.24	Engage with the children, where necessary.
	2.25	Ensure that the lunchtime play equipment is put away and the storage hut is kept clean and tidy.
	2.26	Ensure that the Portacabin is left clean and tidy after use.
	2.27	Ensure that the First Aid Station is kept tidy and stock replenished.
	2.28	Have a positive happy attitude at all times.
	2.29	Assist with putting away the folding canteen tables and cleaning the dining hall at the end of lunchtime.
<u>To adhere to the ethos of the school</u>		
	2.30	To promote the agreed vision and aims of the school
	2.31	To set an example of personal integrity and professionalism
	2.32	Attendance at appropriate staff meetings
	2.33	Any other duties as commensurate within the grade and nature of the post in order to ensure the smooth running of the school
<u>Performance Management</u>		
	2.34	To participate in appropriate professional development. Adhere to the principle of performance management and collect evidence to support the scoring of their objectives.
<u>Safeguarding and Data Protection</u>		
	2.35	Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with. Featherstone Primary School is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment.
	2.36	Adhere to the schools data protection policy.
	2.37	Ensure sensitive or confidential information concerning pupils, parents, staff and school business are not discussed inappropriately or with unauthorised people.
<u>Health & Safety</u>		
	2.38	To ensure their tasks are carried out with due regard to Health and Safety

Review and Amendment

- This job description is subject to annual review.
- It may be amended at the request of the Head Teacher or the employee, but only after full consultation with the post holder. It will be signed upon agreement.

Job Description issued by the Headteacher

Signed: _____ Headteacher Date: _____

Signed: _____ Post Holder Date: _____