

SOUTH GLOUCESTERSHIRE COUNCIL
EDUCATION SERVICE: SCHOOLS

JOB DESCRIPTION: **Lunchbreak Supervisor**

GRADE: H13

1. JOB PURPOSE

To be responsible to the Headteacher for the supervision of pupils during the lunchtime break so as to ensure the safety, general welfare and proper conduct of pupils during this period.

2. MAIN DUTIES

- a) To supervise pupils in designated areas of the school (including playground or other external spaces) during the lunchtime break and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.
- b) To establish safe and proper behaviour by appropriate intervention or referral to senior staff, as appropriate.
- c) To supervise the movement of pupils to and from dining areas, including any personal hygiene requirements (e.g. handwashing).
- d) To maintain good order in dining areas, including the supervision of pupils bringing their own food.
- e) To assist pupils, where necessary, with the collection and return of trays, or other items to the service counter.
- f) To assist pupils, as necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
- g) To assist in the clearance of any spillages and the wiping down, clearing or resetting of tables, as appropriate.
- h) To assist in the setting up and removal of furniture outside of the dining area, where necessary.
- i) To take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
- j) To identify and report any unauthorised visitors on school premises.
- k) 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.

3. DIMENSIONS

No direct staff or budgetary responsibilities.

4. JOB CONTEXT

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

5. 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.

Meetings will be arranged as necessary for briefing and/or feedback on relevant school or individual pupil matters.

6. 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 upon personal judgement within any guidelines and policies issued by the school.

7. CONTACTS

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 supervisors, liaising as necessary with other school staff.

8. KNOWLEDGE, EXPERIENCE AND TRAINING

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

9. PHYSICAL EFFORT

Some lifting of chairs and tables will be required on a regular basis.

10. 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.

The post will also involve some supervisory duties being undertaken on the playground or other external spaces in hot or cold weather conditions.

11. EQUIPMENT

No particular requirements.

12. GENERAL

The job description sets out the main duties of the post and does not describe in detail all tasks required to carry them out.

13. SPECIAL NOTES OR CONDITIONS

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.

Signed:

Date:

TJ/07/14