



JOB SPECIFICATION

JOB TITLE: Lunchbreak Supervisor

GRADE: JG1c

SCHOOL: Flax Bourton Primary School

1. JOB PURPOSE

- a. Working within a framework of duties set by the Headteacher, provide support for the social and personal needs of pupils, ensuring that they have a safe and healthy environment, during lunchtime break periods at the school
- b. To act as an integral part of the school staff team, and as such to make a contribution to the overall aims of the school, working within agreed policies and procedures.

2. RESPONSIBILITIES AND ACCOUNTABILITIES

a) Support for pupil(s)

- (i) Establish and maintain effective relationships with pupils
Work with specified groups of (or individual) pupils to achieve positive and effective supervision during their lunch break periods. This involves understanding and respecting the personal needs and preferences of pupil(s) and using this knowledge to support their development.
- (ii) Support pupils during lunch break activities
Provide the appropriate level of support needed by pupils to promote independence and good social behaviour, at mealtimes and during other lunch break activities, responding to any signs of distress or conflict.

This will include helping individual pupils develop acceptable eating manners and orderly behaviour; the proper use of cutlery and drinking facilities and, where necessary, assist with the collection of food and the return of empty dishes and other .
- (iii) Provide care and support for the pupils
Organise lunchtime playground activities to support, engage and enhance pupils educational experience – this may include pond dipping, gardening and promoting wildlife activities as well as group games.

Promote pupil well-being by encouraging them to develop good relationships with others, develop their self-reliance and self-esteem, help them to practice good standards of personal health and hygiene.

Apply simple first aid or in cases of more serious accidents or illness, ensure that the pupil receives the necessary care and attention, promptly. Record any incidents according to school policy.
- (iv) Assist in the meeting the specific needs of a pupil (or pupils)
Provide specific support any pupil (or group of pupils) with special and/or medical needs, taking in to account their educational, cultural and/or religious background.

b) Support for teacher(s)

- (i) Observe and report on pupil behaviour
Responsible for reporting to the appropriate classroom teacher(s), any observed pupil behaviour or any particular incident, which in their opinion is either (a) unacceptable or contrary to school standards, or (b) in the interest of the pupil warrants further consideration.
- Responsible for reporting situations which potentially pose a danger to any pupil or member of staff in the school.

c) Support for the school

- (i) Develop and maintain working relationships with other staff
Work effectively with all other staff in the school, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school. Provide effective support for all other members of the school staff by sharing own knowledge and expertise in a positive and constructive manner.
- Take an active role in supporting and developing a culture of team working for the benefit of pupils', both individually and collectively.
- Participate in appropriate staff meetings and contribute to the development of policies and procedures related to lunch break and playground management.
- (ii) Contributing to the Management of pupil behaviour and security
Contribute to the development and maintenance of school policies which encourage positive pupil behaviour and always follow agreed behaviour management procedures.
- Always undertake duties in such a way as to ensure that the school has a safe and welcoming environment. Be familiar with all the school's policies concerning the safety of pupil.
- Supervise the movement of pupils to and from dining areas and ensure that all pupils in their care remain secure on the school premises during their lunch break and that no child leaves the site without the explicit permission of a member of the teaching staff and/or parental consent. Report details of any unknown or unauthorised visitors to the Headteacher.
- (iii) Assist with the management of eating areas
Liasing with the kitchen staff and/or meal providers, help with the preparation of tables, chairs and other facilities to be used by pupils during their lunch break. Clean up any spillage of food, water or sickness during the meal and assist with the clearing away of the facilities when the lunch break is over.
- (iv) Participate in collective school activities
As specifically requested by the Headteacher, supervise pupils during assembly, fund raising events, school outings and other extra curricular activities undertaken during the normal school day.
- (v) Review and Develop own skills and practices
Develop and maintain effectiveness as a member of the school staff by taking responsibility for own continuing learning and development in respect of lunch break and playground duties. Attendance will be required at any training activities provided by the school.

3. QUALIFICATIONS AND EXPERIENCE

- a. No formal qualifications required but some experience of supervising children is essential
- b. Some knowledge of first aid practice desirable

- c. Good interpersonal skills with both adults and children

4. SUPERVISORY RESPONSIBILITY

- a. The post holder does not have supervisory responsibilities for other staff.
- b. Some temporary support may be required for parent helpers.
- c. There are no budgetary responsibilities attached to this post.

5. SUPERVISION RECEIVED

- a. Daily supervision from Senior Lunchbreak Supervisor with overall supervision received from the Headteacher, but the post holder will be expected to work with limited direct supervision, within agreed policies and procedures.

6. CONTACTS

Staff and pupils within the school, and parent helpers.

7. SPECIAL NOTES OR CONDITIONS

- a. Some lifting of chairs and tables will be required on a regular basis and the post holder will be expected to attend pupils with soiled clothing due to sickness or toilet training problems.
- b. The post holder is subject to the provisions of all child protection legislation, and the Authority's policies governing staff who work with children and vulnerable adults.

8. JOB DIMENSIONS (SPECIFIC TO THE POST HOLDER)

9. SCHOOL DIMENSIONS

Status: *Primary*
Pupils on Roll: 131

Received by employee

Dated:

Date last modified: January 2014