

## Role Profile: Lunchtime Supervisor

### Purpose

To provide a safe environment for the children during their lunchtime break by ensuring good standards of behaviour at all times and responding to playground and dining room incidents as required.

### Key Accountabilities

#### 1. DINING ROOM

- Organising dinner queue entrance and exit to/from dining hall in an orderly fashion.
- Helping children at meal times – this may involve helping some children cut up their food, showing them how to use cutlery and encouraging good table manners.
- To be aware of ground rules for pupil behaviour in the dining hall and general procedures for lunchtime provision.
- Ensure dining room is cleared away, cleaned and ready for the next year group.

#### 2. PLAYGROUND DUTIES

- To encourage children to walk in an orderly manner to and from different areas of the school.
- To supervise and assist children with their outdoor clothing.
- Offering play activities in the playground and indoors in bad weather.
- Listening to pupils, dealing with situations as they arise, including toileting accidents/nappy changing.
- Ensuring children do not leave the school premises or go into areas of the school which are out of bounds, knowing the layout of the school both internally and externally and being aware of site entrances and exits, boundaries and access points for vehicles.
- Ensure the welfare and safety of all pupils at all times, reporting any concerns immediately to the appropriate member of staff and complete an accident report form.
- Tending to sick or injured pupils and reporting any serious accidents, liaising with the school office and teachers regarding sick or injured children.
- Being prepared to administer First Aid if required.
- Ensuring that pupils behave in a sensible way and are paying attention to the health and safety needs of other pupils using the hard surface area.
- Being vigilant and raising concerns about individual pupils or groups of pupils with the Head of Prep School and Head of Nursery School.
- Dealing with incidents of misbehaviour and reporting them to the pupil's teacher or Head of Prep School, Head of Senior School or Head of Nursery School.
- Dealing with emergency situations such as fire drills.
- Knowing where and when children leave for extra curricula activities, such as dance.

### **3. RESOURCES**

- Provide a range of outdoor activities and ensuring all children have the same opportunity to use them.
- Encourage children to respect school equipment.
- Ensure that lunchtime equipment is used properly and stored away appropriately at the end of the lunchtime period.

### **4. RESPONSIBILITIES**

- To promote the positive image of the school within the local community.
- To work effectively as part of a team.
- To be aware of the number of children in their care for each day.
- To be aware of and comply with policies and procedures relating to Child Protection, Health and Safety, Confidentiality and Data Protection, Security, reporting all concerns to an appropriate person, taking reasonable care of their own Health and Safety and that of any other persons who may be affected by their acts or omissions at work.
- To be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities.
- Undertaking other such specific duties that may from time to time be reasonably assigned by members of the Senior Leadership Team.

## **Safeguarding Responsibilities**

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and pupil/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

## Person Specification

	Essential	Desirable
Qualifications		<ul style="list-style-type: none"><li>• Good level of education</li><li>• First Aid qualification</li></ul>
Skills	<ul style="list-style-type: none"><li>• Excellent interpersonal skills including the ability to develop effective relationship with children, staff and parents.</li></ul>	
Experience		<ul style="list-style-type: none"><li>• Experience in an educational setting</li><li>• Experience of working with young children</li><li>• Prior Knowledge of Child Protection Issues and Knowledge of health and safety and welfare issues within a childcare environment</li></ul>

### Key Stakeholders:

**Internal** – Senior Leadership Team, Teaching Staff, Non-Teaching Staff and Pupils

**External** – Parents, and other external agencies as required

**Signed:** ..... **Name (print):** .....

**Date:** .....