



## Lunchtime Supervisor

**POST TITLE:** Lunchtime Supervisor

**GRADE:** Band 3 Point 9 - 16

**REPORTING TO:** DEPUTY HEADTEACHER

### Job Description

**Liaison with**

Pupils  
Senior Midday Assistant  
Headteacher  
Teaching staff  
Catering And Caretaking Staff

**Job Purpose**

Acting as part of a team, to take care and control of all the children on the school premises during the midday break between the morning and afternoon teaching sessions.

**Principal Accountabilities**

- To maintain the safety, welfare and good conduct of the pupils during the midday break

**Duties**

- To assist children in selecting their meal and sitting in an appropriate place in the dining hall.
- To assist children with eating their meal if applicable.
- To clear tables when meals are finished and clear up any associated spillages.
- To enforce the necessary sanctions for maintaining good order.
- To administer basic first aid as required.
- To keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed.
- To provide pastoral care, guidance and routine advice to pupils as appropriate.
- Where necessary and appropriate to lead games and activities with the children.
- To alert Line Manager/Headteacher of any concerns regarding an individual child or group of children

**General**

- To attend relevant training and meetings as required.
- To respect confidentiality at all times.
- To participate in the performance and development review process, taking personal responsibility for identification of

learning, development and training opportunities in discussion with line manager.

- To understand and apply academy and Trust's policies in relation to health, safety, welfare and behaviour of pupils.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy
- The Trust 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 postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

## MIDDAY ASSISTANT

General heading Qualifications & Experience	Detail Specific qualifications & experience Knowledge of relevant policies and procedures Literacy Numeracy	Examples Working with or caring for children  Knowledge of First Aid or be willing to be trained. Basic reading and writing skills Ability to count and undertake basic calculations
<b>Communication</b>	Technology  Written Verbal  Languages	Ability to use basic equipment e.g. photocopier, whiteboard Ability to complete basic forms Ability to exchange routine verbal information clearly with children and adults Seek support to overcome communication barriers with children and adults
<b>Working with children</b>	Negotiating Behaviour Management  SEN  Curriculum	Consult with children and other adults Understand and implement the academy's behaviour management policy Understand and support the differences in children and adults and respond appropriately Understanding of games and activities which support learning
<b>Working with others</b>	Child Development Health & Well being	Understanding of the way in which games and activities can help children develop Understand the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners  Relationships  Team work  Information	Understand the role of others working in the academy Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults Ability to work effectively with other adults in the academy and across the Trust Ability to provide timely and accurate information
<b>Responsibilities</b>	Organisational skills Line Management Time Management Creativity	Good organisational skills N/A Ability to manage own time effectively Ability to follow instructions
<b>General</b>	Equalities Health & Safety Child Protection  Confidentiality/Data Protection CPD	Demonstrate a commitment to equality Basic understanding of Health & Safety Understand and implement child protection procedures Understand procedures and legislation relating to confidentiality Be prepared to develop and learn in the role