Senior Lunchtime Supervisor

Job Description

Grade: GR2

1. Job Purpose
   1.1 To assist the Headteacher by leading a team of Lunchtime Supervisors in securing the safety and welfare of pupils during the midday break. This involves the effective supervision of Lunchtime Supervisors

2. Key Responsibilities
   2.1 To implement the agreed vision and aims of the school
   2.2 To set an example of personal integrity and professionalism
   2.3 To be an effective team leader
   2.4 Oversee and manage duty rotas for Lunchtime Supervisors and determine their locations in agreement with the Headteacher
   2.5 To act as Line Manager for all Lunchtime Supervisors and direct and supervise them in accordance with school policy
   2.6 To follow all agreed school policies and procedures
   2.7 To be responsible for ensuring that all paperwork in relation to meal counts are accurate daily
   2.8 To be responsible for first stage discipline of Lunchtime Supervisors
   2.9 To ensure that pupils are supervised in the playground or classrooms according to the weather
   2.10 To ensure that adequate first aid treatment is available throughout the lunch period for both pupils and Lunchtime Supervisors
   2.11 To take appropriate action, in accordance with school policy, in the event of behaviour issues during the lunch period
   2.12 To ensure that all tables are correctly laid at the start of each sitting
   2.13 To ensure that pupils are in the appropriate dining hall at the required time for their lunch and monitor meals counts for Sandwiches or meals
   2.14 To ensure that Lunchtime Supervisors are initiating games and activities with the pupils
2.15 To ensure that all spillages are mopped up as they occur with in the dining rooms

2.16 To ensure that pupils are escorted to and from the dining hall to their classrooms at all times

2.17 To undertake as appropriate duties as described in Lunchtime Supervisor job description

2.18 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.

2.19 To ensure all tasks are carried out with due regard to Health and Safety

2.20 To undertake appropriate professional development including adhering to the principle of performance management.

2.21 To adhere to the ethos of the school
   
   2.21.1 To promote the agreed vision and aims of the school
   2.21.2 To set an example of personal integrity and professionalism
   2.21.3 Attendance at appropriate staff meetings and parents evenings

2.22 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. Supervision Received

3.1 Supervising Officer’s Job Title: ___

3.2 Level of supervision:
   
   1. Regularly supervised with work checked by supervisor

   2. Left to work within establishment guidelines subject to scrutiny by supervisor

   3. Plan own work to ensure the meeting of defined objectives

4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

<table>
<thead>
<tr>
<th>Post Title</th>
<th>Grade</th>
<th>No of Posts</th>
<th>Level of Supervision (as in 3.2 above)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5. **Special Conditions**

5.1 None

---

**Person Specification**

**Method of Assessment (MOA)**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Essential</th>
<th>MOA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education/Qualifications</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education/Qualifications</td>
<td></td>
<td>AF/C</td>
</tr>
<tr>
<td>NB: Full regard must be paid to overseas qualifications.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Experience</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relevant work and other experience</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Skills &amp; Ability</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e.g. written communication skills, dealing with the public etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Training</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

Date: