

# ELSTON HALL LEARNING TRUST

<b>Job Title:</b>	<b>Lunchtime Supervisor</b>
<b>Pay Range:</b>	<b>SCP 2</b>
<b>Responsible for:</b>	
<b>Responsible to:</b>	<b>Head Teacher / Office Manager</b>

## Overall purpose of the role

- To be responsible for the supervision of pupils throughout the school during the lunchtime period in order to ensure the safety, welfare and good behaviour of the children. The post holder will work closely as part of a team of Lunchtime Supervisors under the direction of the Senior Lunchtime Supervisor and the overall authority of the Head Teacher.

## Specific responsibilities

### **Supervision and control of pupils, including:**

- To collect children from classrooms and supervise or assist as necessary in washing and toileting of children.
- To ensure the smooth running of the dining halls by ensuring that the children display good table manners, eat sufficient food and behave correctly.
- To be responsible for the overall supervision of the dining area assisting with eating including cutting up of food and pouring of liquids as necessary.
- To assist the children in learning how to lay cutlery on tables correctly and to use cutlery correctly when eating.
- To ensure pupils take responsibility for cleaning eating facilities by removing food and debris before they leave the dining area.
- To ensure the dining halls are kept safe at all times by wiping or sweeping up liquids or food that may have fallen on the tables or floor.
- To act as any reasonable parent would and follow relevant health care plans.
- To be responsible for children in the playground, having due regard for their safety and welfare.
- To be aware of the school's behaviour guidelines and deal with the misbehaviour of any pupil during the lunchtime period keeping the Headteacher informed of any persistent offenders.
- To encourage the development of social skills and self-discipline, including moving around the school and socialising with others.
- To help care for the pupils including welfare support and hygiene issues and to be responsible for dealing with spillages including body fluids in accordance with school policy.
- To inform pupils of alterations to lunchtime arrangements and to supervise activities for all pupils, especially indoors during inclement weather.
- To carry out emergency first aid treatment as necessary, where necessary, liaising with the Health & Safety Co-ordinator, Senior Staff and, if necessary, the parents.

- To be familiar with the accident book for the recording of accidents and Parental Consent forms.
- To help with the moving of tables and chairs if required.
- To return children safely to their classrooms for the start of the afternoon session reporting any necessary details to the Class Teacher.
- To carry out routine administration associated with the main duties of the post.
- To monitor entry and exit from the school's premises and challenging and reporting strangers where relevant.
- To have due regard for safeguarding and promoting the welfare of children and to follow the school's safeguarding policy.

### **General**

- Contribute to the aims, vision and ethos of the Trust.
- Be aware of and adhere to the Trust's and school's policies and procedures in connection with Child Protection and Safeguarding.
- Be aware of and adhere to the Trust's and school's policies and procedures in connection with Health & Safety to ensure compliance with the Health and Safety at Work Act (1974) in all premises and sites controlled by the schools.
- To ensure that all responsibilities under the Data Protection Act 2018 for the security, accuracy and significance of personal data held on paper or electronic systems are complied with.
- Appreciate and support the roles of colleagues and other professionals.
- Liaise with parents and carers as appropriate, in order to foster closer links with parents and the community.
- To participate in school activities and meetings as appropriate, setting a good example in terms of dress, punctuality and attendance.
- To undertake their duties in a way that secures positive action in respect of both equal opportunities and multi-cultural approach.
- Dress in a professional and appropriate manner, that will further support the school's policy on uniform
- Participate in further training and professional development as appropriate.
- The undertaking of such duties which may reasonably be regarded as within the nature of the duties/responsibilities of the post as directed by the Line Manager and subject to any reasonable adjustments under the Disability Discrimination Act.