

Role Profile: Lunchtime Supervisor (Part-time)



Breaside
Preparatory School

Purpose

Responsible, under the direction of the Deputy Head or other nominated member of staff, either individually or as part of a team, for securing the safety, welfare, and good behaviour of pupils during the lunchtime break period, in accordance with agreed practices and procedures.

Reporting to:	Deputy Head
Department:	Support Staff
Working Hours:	10 Hours per week (term time only)
Checks:	Enhanced DBS and 2 satisfactory references

Key Accountabilities

Specific Responsibilities relating to the role of Lunchtime Supervisor

- Help set up the Dining Hall and/or children's classrooms in preparation for lunch
- Supervise the washing of hands prior to entering the Dining Hall
- Monitor and control pupil's behaviour in the lunch queue
- Supervise and support children eating meals and encourage healthy eating habits
- Ensure that crockery, cutlery and leftovers are returned to the relevant place after use
- Clean up spillages or debris around the dining/play areas to ensure the maintenance of good order, discipline and safety
- Offer play activities in the playground after eating and inside during periods of bad weather
- Supervise the conduct of pupils, ensuring safe and orderly conduct within the playground and around the premises
- Ensure pupils remain out of the school building when they should be outside
- Deal with minor incidents and refer to senior staff if necessary
- Administer First Aid as needed, following Health and Safety Guidelines and procedures for First Aid and report incidents/accidents as necessary

Resources:

- Use basic First Aid Equipment as required
- Be familiar with the safe use of outdoor equipment

General Responsibilities:

- To be aware of and comply with policies and procedures relating to safeguarding, health and safety, security, confidentiality and data protection, reporting any concerns to an appropriate person
- To be aware of and support diversity and equal opportunities for all, appreciating and supporting the role of other professionals
- To contribute to the overall ethos, work and aims of the school
- To attend and participate in meetings as required
- To participate in training and other learning activities
- Fully and positively participate in the school's appraisal system in order to develop and enhance personal and school performance
- Ensure children have an enjoyable, healthy, and happy lunchtime experience

To undertake all other duties commensurate with the level of the post as required, to ensure the efficient and effective running of the school.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/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
Skills	Respect the need for confidentiality	
Qualifications	NVQ Level 2	Paediatric First Aid
Experience	<p>Use of basic first aid equipment as required</p> <p>Be familiar with the safe use of outdoor equipment</p> <p>Experience of working with young children and the ability to meet their needs</p> <p>The ability to deal with children and adults with tact and sensitivity</p> <p>The ability to communicate effectively at all levels</p> <p>The ability to build and develop positive relationships with teaching staff</p>	
Other	<p>Be responsible, honest and reliable with a good sense of humour</p> <p>Willing to work within the organisation procedures and processes and to meet required standards for the role</p> <p>Demonstrate good working relationships with the whole staff team</p> <p>Commitment to undergo training as and when required</p> <p>Ability to work under pressure and prioritise</p> <p>Be flexible and work part of a team</p> <p>Be committed to safeguarding children</p>	

Key Stakeholders:

Internal – Communicating and consulting with parents of pupils

External – Communicating and co-operating with person or bodies outside the school

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

To be signed and dated by employee:

Signed:

Name (print):

Date: