

St Chad's Patchway CE VC Primary School

Lunchbreak Supervisor Job Description

Grade: H13

"Learning to love, loving to learn."

Job Purpose

To be responsible to the Headteacher (or other School Management Team member) for the supervision of children during the midday break, so as to ensure the safety, general welfare and proper conduct of pupils during this period and to support the ethos of St Chad's Patchway CE VC Primary School.

Duties and Responsibilities

As a Lunchbreak Supervisor you should aim to foster good relationships with the children. You should encourage them to play co-operatively and creatively with each other, to communicate in a polite and friendly manner with their peers and with you.

As a sympathetic and caring adult you can do much to enrich the experiences the children have, especially during their lunchtimes in school.

As a Lunchbreak Supervisor, you are required:

1. To be on duty from 11.55 noon to 1.16pm, supervise children in the playground and dining hall, including both school meals and packed lunches. You are to establish safe and proper behaviour by appropriate intervention or referral to senior staff, as appropriate and explained below.
2. On arrival, unless required to go immediately to classrooms, you should check that the dining room is ready to receive children – i.e. tables and chairs in place, water jugs filled, cutlery and beakers in place, trolley ready for disposal of waste.
3. At 12.00 three Supervisors are responsible for supervising the children in the playgrounds, the remaining Lunchbreak Supervisors will supervise the children in the dining hall. At this time Lunchbreak Supervisors are to supervise pupils in designated areas of the school (including playground or other external spaces) during the lunchtime break and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.
4. In the dining hall Supervisors are required to assist the children, where necessary, to carry their lunch to the tables, cut up the food, use their cutlery properly and to generally encourage them to eat their food with as little "fuss" as possible (including packed lunches). During this time, this includes:
 - a) Assisting pupils, where necessary, with the collection and return of dishes, or other items to the service counter and the trolleys.
 - b) Assisting pupils with the proper use of cutlery, drinking facilities and other aspects of the midday meal.
 - c) Assisting in the clearance of any spillages and the wiping down, clearing or resetting of tables, as appropriate.
 - d) Assisting in the setting up and removal of furniture outside of the dining area, where necessary.
5. Once the children have finished their lunch, Lunchbreak Supervisors should clear any waste and stack plates etc ready for washing. You should also ensure that the tables have been wiped down properly.

6. Lunchbreak Supervisors are to be responsible for ensuring the dinner rota works effectively, and for maintaining good order within the dining room and in all areas of school used during lunchtime.
7. In the playground you should walk around the entire playground area frequently, encouraging the children to play together sensibly. Where children are not playing co-operatively, appropriate action should be taken. Any individual who persists with inappropriate behaviour should be treated in accordance with the School's Behaviour Code, more serious cases should be reported immediately to the Headteacher or senior member of staff. Time is given at the end of the Lunchbreak for Lunchbreak Supervisors to speak with pupils who may have behaved in a way that was inappropriate but not severe enough to warrant calling of another staff member. This is to ensure that the Lunchbreak Supervisors maintain their authority with the pupils. If this time is used to speak with a pupil, it should be within the school behaviour code policy guidelines and reported to the appropriate class teacher immediately afterwards.
8. During the lunchtime, the toilet and cloakroom areas should be checked on a regular basis.
9. During wet lunchtimes staff will divide themselves between classes (with KS1 and EYFS grouped together to watch a film). This is usually one staff member between 2 classrooms in KS2.
10. You are to take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance. Below is a guide to the action which should be taken by Lunchbreak Supervisors:

The child must be brought into school by a Supervisor (if for any reason there is only one Supervisor at that moment, the pupil may be sent into school under the care of a suitably instructed Year 5 or 6 pupil). *Having a single member of staff on the playground should be avoided wherever possible, and rectified immediately.*

Minor cuts to legs, arms, hands, may be cleaned with warm water; bruises may have cold compresses applied. Staff should not attempt to remove foreign bodies e.g. grit from wounds.

More serious injuries, such as deep cuts, serious bumps to the heads, possible sprains or fractures must be reported to the named first aiders, the list of which can be found within the staff room and on the first aid folder in the medical room. In their absence a senior member of staff must be informed. *There will always be a minimum of one paediatric first aider on site at all times and all teaching staff and teaching assistants have received basic first aid training as a minimum.*

In the case of a suspected sprain or fracture the child should not be moved.

Any remedial action taken must be recorded in the School Accident Books. Bump Notes should be completed as appropriate and class teachers informed at the end of lunchtime. Before applying a plaster, checks must be made to ensure the child is not allergic to plasters.

Lunchbreak Supervisors are expected to use disposable plastic gloves to help deal with any bodily fluids in playground situations. These are available in the medical room.

11. The decision to request parents to come into school with a possible view to taking pupils home is a matter for senior members of the teaching staff. Lunchbreak Supervisors may be asked to contact parents by phone; in this case extreme care should be taken to pass on only agreed information and preserve all confidential matters.
12. Supervisors are encouraged by the school to take initiatives in the development of good lunchtime behaviour and contribute fully at the regular meetings chaired by senior members of staff.
13. It is the responsibility of all staff, including Lunchbreak Supervisors, to identify and report any unauthorised visitors on school premises.

14. It is the responsibility of the individual to undertake training as provided / signposted by the school.
15. Any Lunch break Supervisor with responsibilities for a single child (known as 1:1) will take the responsibility of ensure that child is safe, cared for, behaves as the school would expect and as far as possible has a fun lunch break.

At all times, the postholder will be expected to act as a professional. This includes abiding by the confidentiality expected of all staff, acting as an adult role model and supporting school policies when dealing with students or visitors to the school.

Problems and Decisions

The postholder will be supervising the movement and conduct of pupils and be expected to intervene, as appropriate, to establish safe and proper behaviour. The nature and level of intervention and the referral of problems to senior staff will depend upon personal judgement within any guidelines and policies issued by the school.

Contacts

There is a high level of interaction with individual and groups of pupils. The postholder must also work as a co-operative member of a team of supervisors, liaising as necessary with other school staff.

Knowledge, Experience and Training

No formal qualifications or previous experience is required but the ability to establish positive expectations of pupil behaviour, good relationships with staff and pupils, and a sensitivity to pupils' personal needs is important.

Physical Effort

Some lifting of chairs and movement of tables will be required on a regular basis.

Working Environment

There may be some occasions when the postholder will be expected to attend to a pupil with soiled clothing due to sickness or toileting problems.

Some anti social behaviour by students may be experienced but training will be given in the appropriate strategies for dealing with extremes of such behaviour.

The post will also involve some supervisory duties being undertaken on the playground or other external spaces in hot or cold weather conditions.

Equipment and clothing

No particular equipment requirements. All staff will be issued with a tabard as part of their uniform and clothes thereafter need to be of a suitable type for the roles as outlined above, and for working with young pupils.

General

The job description sets out the main duties of the post and does not describe in detail all tasks required to carry them out.

Special Notes or Conditions

The post will be subject to a full police and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and all convictions or cautions must be declared. The postholder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection and behaviour management policy.