



Northumberland Church of England Academy Trust

JOB DESCRIPTION

JOB TITLE:	Lunchtime Supervisor
SCHOOL:	
SALARY:	Band 1
RESPONSIBLE TO:	Senior Lunchtime Supervisor

Northumberland Church of England Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for all to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England Academy.

PURPOSE OF JOB:

The purpose of this role is, under the direction of a Senior Lunchtime Supervisor, Assistant Principal or the Headteacher, to ensure the safety, welfare and good conduct of pupils during the midday break period.

EMPLOYMENT DUTIES:

Duties will vary according to the age group of the children and a flexible approach is essential. Individually or as part of a team, duties include but are not restricted to:-

- Supervise and support pupils in the dining hall, playground areas and school premises.
- Dining room supervision and assistance as follows:
 - a) Social training, e.g. table manners, use of cutlery, consideration of others, etc.
 - b) Encouraging children to try new or unfamiliar foods.
 - c) Feeding children with severe difficulties.
 - d) Assisting with clearing and scraping plates while children are in the dining hall.
 - e) Clearing up spillage or supervising, as necessary.
 - f) Attending to any child who is ill - dealing with sickness etc.

- Supervise and support children in their access to play
- Conducting children between school premises and dining hall, where this is outside the precincts of the school.
- Cloakroom training and supervision of children before and after lunch.
- Indoor supervision in classrooms or other designated areas. Organisation of activities as required. General supervision of corridors, cloakrooms etc., as designated by the School Manager or Senior Supervisor.
- Attending accidents and reporting, as necessary, to the Senior Supervisor or School Manager.
- Establishing good relationships with pupils; responding to the needs of each individual child and ensuring acceptance of each child
- Comply with all school policies relating to: Health and Safety; Child Protection and Safeguarding
- Work in such a way to promote the ethos and vision of the school
- Participate in training and development

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. You may be required to carry out additional duties commensurate with the level of the role.



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Person Specification: Lunchtime Supervisor, Duke's Secondary	Essential	Desirable
Experience and Knowledge: The person appointed should be able to demonstrate: <ul style="list-style-type: none"> • Some experience in a similar environment. • Experience of working with and caring for children of the relevant age 	✓	✓
Skills: The person appointed must be able to: <ul style="list-style-type: none"> • Ability to follow straightforward oral and written instructions and to keep basic work records. • Physical skills related to the work. • Working as a member of a team 	✓ ✓ ✓	
Qualifications: The person appointed will have: <ul style="list-style-type: none"> • Appropriate first aid training 		✓