



### Lunch Time Supervisor

**Job Description:** Children's Lunchtime Supervisor  
**Job Title:** Children's Lunchtime Supervisor  
**Salary:** Grade 2( 1-2)  
**Hours/ weeks:** 10 hours per week term time only.  
**Contract:** 1 year fixed-term contract.

The Brier, including the Unicorn Satellite Centre is a successful all-through special school serving pupils with complex learning needs. Our designation is for 'moderate learning difficulties', in recent years, the complexity of pupils joining The Brier has increased significantly.

We are seeking to appoint a kind, understanding, enthusiastic, lunchtime supervisor who can support our pupils over lunchtime with their eating, socialising and intimate care.

We are looking for a strong team player who is motivated, positive, resilient and a good communicator to join our team and work with our fantastic pupils.

This is for 10 hours per week, term time only. The position is on a fixed-term contract for 12 months.

Due to the nature of the role and the vulnerability of our pupils, the post is subject to an enhanced criminal record check from the Disclosure and Barring Service, as well as other pre-employment checks.

The Brier School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. We are an equal opportunities employer.

For further information, please contact Rebecca Maghar.

Mrs R Magher- Headteachers PA

01384 816000. Mrs R Magher [rmagher@brier.dudley.sch.uk](mailto:rmagher@brier.dudley.sch.uk)

**Closing date:** Tuesday 2<sup>nd</sup> December 2025 at 3:00 PM



Interview to take place on Wednesday 10<sup>th</sup> December 2025.

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#### **Job Purpose.**

To ensure, individually or as part of a team, the welfare and safety of all children remaining within school grounds or buildings during lunch times. To ensure that the children eat meals safely, personal care needs are met, and pupils treat others with respect and follow the school's behaviour policy.

#### **Main duties:**

The Children's lunchtime supervisor will:

- Follow instructions from the Lunchtime Manager and Senior Leadership Team (SLT) regarding the supervision of children throughout the lunchtime session.
- Supervise designated areas interacting positively with pupils ensuring the behaviour policy is followed.
- Ensure that pupils wash their hands before they eat.
- Escort pupils to and from the dining area, as necessary.
- Ensure that pupils having a school lunch are in the dining hall at the correct time.
- Help pupils at the servery counter select meals, use cutlery, and help them to eat / cut up their food when necessary.
- Assist pupils with the return of used trays, cutlery and beakers, and with the cleaning of tables when lunch is finished.
- Supervise pupils eating food brought from home and ensure that all packed-lunch equipment is cleared away after use.
- Report to the class teacher any child whose diet may give rise for concern.
- Be aware of individual pupil's dietary requirements and allergies.
- Oversee groups of children in the playground at lunchtime clubs or the classroom, depending on the weather.
- Devise and initiate constructive play opportunities for children.
- Help children acquire good social skills, have a knowledge of how the pupils communicate.

- Support pupils with toileting and intimate care needs including the changing of pads.
- Ensure that children remain within a safe environment, and that they play safely.
- Complete safeguarding training and report any safeguarding concerns in line with the school policy. Ensure children are in a safe environment, report any broken equipment/ toys to the Pod leads.
- Report any intruders on site.
- Follow and support pupils during fire, lockdown and evacuation procedures adhering to school policies.
- Support pupils who have had minor accidents, seek appropriate assistance from a first aider and report all incidents to the class teacher.
- Support pupils who become ill during the midday break and seek first aider advise.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. Any changes will take account of salary/ status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

Head Teacher	B-Landon
Prepared by	SLT
Date	November 2025

Person Specification: Children's lunchtime supervisor		
	Essential	Desirable
Qualifications	Nonessential	Current First Aid qualification
Experience	The Children's lunchtime supervisor should have experience of: supervising children as a parent or carer.	In addition, the Children's lunchtime supervisor might have experience of: working with groups of children on a voluntary or paid basis.
Knowledge and understanding	The Children's lunchtime supervisor should have knowledge and understanding of: managing the behaviour of groups of children.	In addition, Children's lunchtime supervisor might also have knowledge and understanding of: <ul style="list-style-type: none"> <li>• Child development and social interaction;</li> </ul>

		<ul style="list-style-type: none"> <li>the value of constructive play opportunities.</li> </ul>
Skills	<p>The Children's lunchtime supervisor will be able to:</p> <ul style="list-style-type: none"> <li>work as part of a group and individually;</li> <li>inspire trust and confidence in children;</li> <li>encourage high standards of pupil behaviour at all times;</li> <li>recognise behaviour giving cause for concern, and inform teaching staff;</li> <li>liaise with pupils and staff in a professional manner;</li> <li>observe the boundaries of the role, and respect confidential information;</li> <li>initiate games and activities appropriate to the age of the children;</li> <li>relate to children on their level.</li> </ul>	<p>In addition, the Children's lunchtime supervisor might also be able to:</p> <ul style="list-style-type: none"> <li>communicate effectively (both orally and in writing) to an appropriate standard;</li> <li>teach play activities to other Children's lunchtime supervisors;</li> <li>examine systems critically and suggest ways of improving efficiency.</li> </ul>
Personal Qualities	<p>Work on their own initiative</p> <ul style="list-style-type: none"> <li>Reliable</li> <li>Open and honest</li> <li>Calm under pressure</li> <li>Empathetic</li> <li>Flexible</li> <li>Well-organised</li> <li>Able to communicate well with staff and children.</li> <li>Creative</li> <li>Resourceful</li> <li>Tolerant</li> <li>Patient</li> </ul>	

