



Blanford Mere Nursery & Primary School

Job Description – Lunchtime Supervisor

Job purpose

To work with a small team of supervisors to ensure the security, safety, care and wellbeing of students and to promote their social, emotional and physical development during the lunch time period.

Main duties and responsibilities, as a lunchtime supervisor

- **Arrange and facilitate appropriate play and physical lunchtime activities and to direct/supervise others as required**
- **Liaise with the pastoral team, senior leadership team and any other staff as necessary**
- **Monitor the behaviour of students, promoting positive behaviour and reporting any incidents to the SLT as appropriate at the end of the session in line with the school's behaviour policies**

Duties would also include the following:

- Ensuring the safety and wellbeing of children during the lunchtime break.
- Supervising the washing of hands prior to entering the Dining Hall.
- Control of the dinner queue.
- Supervising pupils eating meals.
- Ensuring crockery, cutlery, trays and leftovers are returned by pupils to relevant collection and disposal points.
- Offering play activities in the playground, and indoors in bad weather.
- Controlling behaviour of pupils in the playground or in the classroom when the weather is inclement.
- Keeping pupils out of school buildings when they should be outside.
- Checking that groups of pupils do not congregate in places that they shouldn't (such as toilet block).
- Dealing with accidents in the playground or Dining Hall.
- Reporting serious misdemeanours to a superior.
- Recording incidents in the behaviour books.
- Any other relevant duties as directed by a senior member of staff or the Headteacher.



Blanford Mere Nursery & Primary School

Person Specification – Lunchtime Supervisor

Experience:

- Experience of supervising children
- Some experience of working with/alongside children.

Qualifications or Training:

Experience of supervising children either as a parent or carer
Good standard of literacy and numeracy
First aid qualification (training will be provided)

Practical Skills:

- An understanding of the importance of keeping children safe
- Ability to communicate at all levels
- Ability to meet children's needs
- Good communication skills with the ability to motivate a team
- Good interpersonal skills – able to deal with a variety of people, including SEND sensitively, empathetically and when necessary, assertively
- An interest in young people and the ability to engage with and motivate students
- Good organisational skills
- A commitment to undergo training as and when required
- An understanding of equality of opportunity

Personal Qualities & Attributes:

- Patient with the ability to be kind but firm
- Ability to respond flexibly to changing demands
- Motivated and able to work on own initiative
- Ability to operate effectively as a member of a small team and to work and to contribute to a friendly working environment
- Ability to remain calm under pressure
- Loyal and dependable