



## Comper Nursery School Lunchtime Supervisor (Grade 1)

**Title:** Lunchtime Supervisor

**Accountable:** Headteacher and Governing Body

**Contract:** Term time, fixed term (1 academic year)

### Lunchtime Supervisor Job Description

**You are responsible to the Head Teacher and Governing Body**

#### **Main Responsibilities:**

The general principle that the children must be supervised at all times in a suitable manner must be adhered to, thus securing the safety, welfare and good conduct of the pupils.

Lunchtime supervisors will follow a roster that places at least one supervisor with each class in each of the supervision areas.

#### **The role of the lunchtime supervisor:**

- to supervise the children, ensuring their safety and wellbeing
- to support children with eating and drinking (cutting food and pouring drinks if needed)
- to support children to learn good table manners
- to encourage and support children to be lunchtime monitors, setting the table ready for lunch
- chatting to the children on their lunch tables to help develop their social and communication skills
- supporting children to share, wait their turn and make conversation with their peers
- create a positive atmosphere at lunchtime, including managing any challenging behaviour in line with our behaviour policy
- clearing up spillages, wiping tables and leaving the dining areas in a clean and tidy condition
- organising play activities and supporting children in their play in the outdoor area after they have finished their lunch, ensuring their safety and wellbeing, including helping to sort any disagreements between children, in line with the school's behaviour policy

## **Health and safety**

- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider
- Record details of incidents in line with the school's reporting procedures
- Be aware of and support pupils with medical/dietary needs
- Promote the school's policy around healthy eating to pupils
- Feedback concerns relating to pupils' health and safety to a senior member of staff

## **Safeguarding**

- Ensure pupils physical and emotional wellbeing while in your care
- Follow the school's safeguarding policies and procedures around identifying and reporting anything you might see or hear that is of concern with respect to safeguarding
- Ensure that you have read and understand the school's safeguarding policy and know how and who to report any concerns to

## **Other areas of responsibility**

- Undertake training required to develop in the role
- Read and strictly adhere to school policies and follow the staff code of conduct.

## **General responsibilities**

1. Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally adopted policies; including taking responsibility for raising concerns with an appropriate manager.
2. To be concerned, when necessary, with continuing the personal development of up-to-date knowledge about your role through school/county/national based in-service work.

**Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a midday supervisor will carry out. The postholder may be required to do other duties appropriate to the level of the role.**

## Lunchtime Supervisor Person Specification

Criteria	Qualities
<b>Qualifications and training</b>	Level 2 Early Years NVQ or equivalent qualification - desirable but not essential
	Pass in English and Maths GCSE <b>or</b> a pass in an equivalent qualification - desirable but not essential
	First Aid Training or a willingness to complete it
	Food Hygiene Training or willingness to complete it
<b>Experience</b>	Experience working in a school environment or other educational setting
	Experience working with children / young people
	Experience working in catering/service industry
<b>Skills and knowledge</b>	Excellent verbal communication skills
	Good literacy and numeracy skills
	Good organisational skills
	Ability to build effective working relationships with pupils, colleagues and parents
	A good understanding of how to adapt individual children's learning to meet their needs
	Ability to manage the school email communications
	Knowledge of guidance and requirements around safeguarding children
	The ability to remain calm under pressure and to be flexible in your approach to your work
<b>Personal Qualities</b>	Passionate about working with children under 5
	Sensitivity and understanding, in order to build strong relationships with children under 5.

	Trustworthy - a commitment to confidentiality about sensitive and personal information of our families
	Resilient, positive, forward looking and enthusiastic about making a difference
	Flexible and able to cope with change
	A good team player that is also able to take a leadership role
	High levels of initiative
	A good sense of humour