

Northern Education Trust – Job Description

Job Title:	Lunchtime Supervisor	JE Reference	JE201
Base:	Academy		
Reports to:	Business Manager	Grade:	Grade 1 SCP 3 -SCP 4
Service responsibility:		Salary:	£24,796 - £25,185 (FTE, Salary to be pro rata)
Additional:	Some travel may be required across NET sites.	Term:	10 hours, 38 working weeks

JOB PURPOSE

- To work under the direct instruction of the Business Manager to supervise pupils during the lunchtime period and ensure that problems are resolved or referred to an appropriate level

JOB SUMMARY

1. Ensure that pupils wash their hands before they eat
2. Escort pupils to and from the dinner area, as necessary
3. Ensure that pupils having a school lunch are in the dining hall at the correct time
4. Assist pupils with the return of used plates, trays, cutlery and beakers etc.
5. Assist with the cleaning of tables when lunch is finished
6. Supervise pupils eating food brought from home, and ensure that all packed-lunch equipment is cleared away after use
7. Report to the Business Manager any child whose diet may give rise for concern
8. Take charge of groups of children in the playground or the classroom, depending on the weather
9. Devise and initiate constructive play opportunities for children when required
10. Ensure that children remain within a safe environment, and that they play safely
11. Set suitable behaviour standards in line with academy policy
12. Help children acquire social skills
13. Attend to minor accidents sustained during the lunch break, and seek appropriate assistance if necessary
14. Attend to any pupil who becomes ill during the lunch break, and again seek appropriate assistance
15. Report to the Principal/Business Manager any acts that constitute serious infringements of school rules
16. Work under the direction of the teaching staff
17. Liaise effectively and professionally with staff; teachers and parents, as required
18. Participate in training and other learning activities and performance development as required
19. Show a duty of care and take appropriate action to comply with health & safety requirements at all time
20. Recognise when a child has disclosed information that requires reporting to the Designated Safeguarding Lead/Principal and follow the trust safeguarding procedure
21. Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory

GDPR

22. To adhere to GDPR and data protection regulations, whilst maintaining confidentiality
23. This role wholly or mainly involves working with children

Safeguarding

1. To follow all safeguarding and child protection policies and procedures
2. This role wholly or mainly involves working with children

General

1. To participate in wider Trust meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed:

Date: