****

**Northern Education Trust – Job Description**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Title:** | Lunchtime Supervisor | **JE Reference:** | | | JE035 |
| **Base:** | Academy | | | | |
| **Reports to:** | Principal | | **Grade:** | Grade 1  SCP 3 – SCP 4 | |
| **Service responsibility:** |  | | **Salary:** | £22,737.00-  £23,114.00  (FTE, Salary to be pro rata) [Delete as appropriate] | |
| **Additional:** | Some travel may be required. | | **Term:** | 7.5 hours, 38 weeks + 2 days | |

**JOB PURPOSE**

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

**GDPR**

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

**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: ……………………………….