

Role Profile: Lunchtime Supervisor

Purpose

To assist the Nursery staff with supervision of children and to supervise the School Dining Room during the lunch period.

Working hours are 10.30am – 2.30pm, Monday – Friday during term time only.

Key Accountabilities

- The care and supervision of the children with regard to their physical, emotional and intellectual needs.
- Offering all children equal opportunities with regard to their religious persuasion, racial origins, gender, disabilities, cultural or linguistic background: in particular, challenging situations where racism or discrimination is displayed.
- Escort children to and from the Dining Room.
- Assist with serving food to younger pupils.
- Supervise collection of meals and assist with use of cutlery.
- Assist pupils when returning used plates, cutlery, beakers and clearing tables.
- Supervise pupils eating food and assist pupils if help is required.
- Supervise classroom and outside activities, encouraging inclusion.
- Monitor pupil behaviour, intervening as necessary in accordance with behaviour policy.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Key Stakeholders:

Internal - All School non/Teaching employees, Pupils

External – Chartwells, Parents

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A positive approach to completing relevant short courses and qualifications • Some understanding of the importance of Safeguarding, Health & Safety and Food Hygiene in the workplace 	
Skills	<ul style="list-style-type: none"> • Punctuality • Excellent communication skills, with children, colleagues, advisors and parents/carers. • Patience & fair minded approach • Reliability and trustworthiness • A positive approach to inclusive practice, with children and colleagues 	<ul style="list-style-type: none"> • Flexibility • Able to work in small teams
Experience	<ul style="list-style-type: none"> • Enthusiasm for working with young children • Ability to control and supervise children. • An interest in the care, learning and development of young children • A commitment to the provision of high quality childcare 	<ul style="list-style-type: none"> • Previous experience of caring for, or working with children in a voluntary or paid capacity

Signed: **Name (print):**

Date: