## Job Description

**Job Title:** Lunchtime Supervisor  
**Location:** Kings Heath Primary Academy  
**Job Purposes:** To supervise and assist children during lunchtime, inside the school and in the playground, to ensure a safe and positive learning environment is maintained and that all children behave in an appropriate manner.

**Background:** The David Ross Education Trust (DRET) is a growing network of academies with a geographical focus on Northamptonshire, Lincolnshire and Yorkshire/ Humber region. The network is a mix of primary, secondary and special academies and a mix of those that have chosen to join DRET on conversion and those that are sponsored academies.

### Key Responsibilities

**Key Duties and Responsibilities**

**General Duties:**
- The duties of a Midday assistant are to act as a member of the team, supervising pupils during the midday break and to sustain the welfare and safety of pupils during that break period, as directed by the senior midday supervisor/head-teacher. You are expected to keep matters concerning staff and children confidential, and to refer matters when necessary to the head-teacher.

**Responsibilities**
- Organisation of the entry of the pupils into the dining room.
- To provide positive and firm control by implementing the school discipline/behavior policy.
- To deal with cases of unruly or unsocial behaviour by pupils where appropriate, or report the incident immediately to the head-teacher or his/her nominated representative.
- To mop up and wipe spillage from the floor surfaces or meal tables, and ensure that the dining area is left in a tidy condition.
- Ensuring pupils keep out of areas that are out of bounds, and don’t leave the school premises
- Effective supervising pupils in the dining hall and other parts of the school
- Deal with, record and make appropriate decisions concerning first aid incidents and illness to ensure maximum safety for the children during lunchtime. Check, monitor and resolve
health and welfare issues, and where necessary refer these to appropriate members of staff.

• Set up and clear away tables and benches/chairs in dining areas; clean up any spillages of food and drink, and sweep the floors once they have been cleared, to ensure that the dining areas are ready for children to use when required, and that the floors are kept clean and safe.

• Ensure there is adequate provision of resources, including play equipment and organised games, to keep children occupied during the lunchtime period and to organize the lunchtime period and coordinate duties with colleagues to ensure an appropriate balance of dining and recreation time for children.

• Liaise with teaching staff to share information, concerns and issues regarding children to ensure that there is continuity in helping to solve any issues or problems throughout the school.

• To carry out the duties and responsibilities of the post, in accordance with the school’s Health and Safety Policy and relevant Health and Safety Guidance and Legislation.

• To promote the safeguarding of children.
Person Specification

Qualifications and Experience

Essential
- Able to communicate clearly, understand and follow instructions.
- Experience of undertaking general cleaning duties.
- Ability to communicate with a wide range of people.

Experience
- Have proven experience of supervising children

Knowledge, Skills and Understanding

Essential
- Be able to talk to children and adults in a clear and calm manner
- work as part of a group and on own initiative
- Encourage high standards of pupil behaviour at all times
- initiate games and activities appropriate to the age of the children
- inspire trust and confidence in children
- Ability to empathise with the needs of children

Personal Characteristics
- Stay calm under pressure
- Able to communicate well with staff and children.