

## CHADSGROVE SCHOOL & SPECIALIST SPORTS COLLEGE

### LUNCHTIME SUPERVISOR Job Specification

#### Job Purpose:

To provide support and help, under the direction of school staff, for all pupils during lunch, maintaining a healthy and safe environment after lunch and during playtimes. You will also be responsible for helping staff with the personal care of pupils.

#### Main Responsibilities:

This job specification serves to indicate the range of duties and responsibilities. It is not exhaustive and cannot cover every eventuality.

#### 1. Pre-Lunch

- a. To lay tables and set out specialist equipment required.

#### 2. Lunch Time

- a. To collect meals and prepare in line with pupils mealtime plans
- b. To feed or support pupils to self-feed where required.
- c. To promote appropriate eating/feeding skills following individual programmes and general guidelines.
- d. To promote appropriate behaviour at the lunch table, to act as a role model, to encourage social conversation.
- e. To clear plates and tidy equipment etc.

#### 3. After Lunch

- a. Change pads or help toilet pupils as required
- b. Change and wash any pupil who is wet, soiled or sick.
- c. Supervise and promote good hygiene skills e.g. flushing toilet and washing hands
- d. Help with the personal care of the pupils

#### 4. Playtime

- a. Supervise all pupils and ensure their safety.
- b. Deal with minor cuts and grazes by calling for a First Aider.
- c. Take pupils to the toilet / to be changed.
- d. Encouraging all pupils to play and explore. Show them how to play / use equipment appropriately but also give each pupil some free time
- e. Join in their games and praise good behaviour.
- f. Put away all toys and ensure sheds/garages are locked.
- g. Supervise the return to class and help pupils, as necessary, to remove outdoor clothing.

NB: Never leave the playground before telling another member of staff where you intend to go and why – always ensure that there will be sufficient staff remaining on duty.

## 5. General

- a. Fill in Accident or Behaviour reports as needed
- b. School staff will always advise on individual programmes. The expectations for one pupil will be very different from one pupil to another. It is the Children’s Supervisors duty to ensure that they know what is expected of each pupil.

### LUNCHTIME SUPERVISOR Person Specification

Specification	Essential	Desirable
Qualification		First Aid Certificate
Experience	Practical experience with children and/or young adults	Experience of pupils with learning difficulties
Disposition/Personality	Tolerant Able to work unsupervised Discreet Outgoing	Able to act on own initiative
Skills	Able to initiate games Able to deal with emergencies Able to communicate effectively with pupils and staff	
Health	Physically fit Able to lift and move furniture and large toys	
Other factors	Able to maintain confidentiality	Willingness to participate in the wider life of the school

## Safeguarding Statement

Chadsgrove School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Successful candidates will be subject to an Enhanced Disclosure and Barring Service (DBS) check, online checks, references, and confirmation of their right to work in the UK, in line with Keeping Children Safe in Education.

We will be taking up references before your interview. Please let your referees know to expect a reference request once you are notified if you are being interviewed (if you have indicated that we may contact them).

This role is exempt from the Rehabilitation of Offenders Act 1974.