

# Diamond Wood Community Academy

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**JOB TITLE: LUNCHTIME SUPERVISION**

**SCP: 2**

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## **PURPOSE OF JOB**

Working as part of a team to be responsible, through the Activity Support Officer for the supervision of students/pupils on the school site throughout the midday break (the interval between the close of morning school and the re-commencement of school in the afternoon).

To assist in securing the health, safety, welfare and good conduct of pupils. To support activities and good behaviour in accordance with the practices and procedures of the school.

## **KEY AREAS**

1. Supervision of Pupils on School Premises
2. Promoting Positive Behaviour
3. Promoting Personal and Social Skills
4. Appropriate Communication
5. General

## **DUTIES AND RESPONSIBILITIES**

### **1. Supervision of Pupils on School Premises**

- 1.1 To supervise areas, both indoors and outdoors, where students/pupils congregate during lunchtime, maintaining Health & Safety practices.
- 1.2 Taking account of relevant practices and procedures, to supervise and monitor activity areas, corridors, toilets, classrooms etc as required.
- 1.3 To supervise students/pupils eating their meal on school premises, in specified areas set aside for dining purposes which includes issues such as dealing with spillages.
- 1.4 To supervise queues waiting to enter specified dining areas.
- 1.5 To undertake the personal care of students/pupils including toileting, dressing, sickness, as appropriate.
- 1.6 Where required, to assist in the bringing food to, and feeding children unable to feed themselves.

### **2. Promoting Positive Behaviour**

- 2.1 To encourage positive behaviour through implementation of school's behaviour policies and practice and dealing with incidents as directed.

# Diamond Wood Community Academy

- 2.2 To encourage students/pupils understanding and knowledge of the impact of their actions within the remit of Health and Safety.
- 2.3 Assist within the parameters of school positive behaviour practices and procedures, assist as appropriate to promote the maintenance of Health and Safety.
- 2.4 To provide information to the Activity Support Officer for the recording of incidents or occurrences.

## **3. Promoting Personal and Social Skills**

- 3.1 To encourage students/pupils to maintain hygiene standards (eg. washing hands after toileting).
- 3.2 To encourage students/pupils to leave all areas in a tidy condition.
- 3.3 To encourage good relations between students/pupils and adults through informal discussion and play situations.
- 3.4 As appropriate to organise the distribution and collection of lunchtime equipment and supervise activities where necessary.
- 3.5 To be actively involved and encourage lunchtime games.
- 3.6 To encourage and develop social skills such as mutual respect and trust.
- 3.7 To be aware of cultural and social factors which may have an effect on the supervision of the students/pupils.

## **4. Appropriate Communication**

- 4.1 To report accidents or other occurrences such as child protection issues immediately to the Activity Support Officer.
- 4.2 As necessary, pass on verbal or written information to the Activity Support Officer or appropriate staff.
- 4.3 To liaise with the kitchen staff as appropriate for issues related to lunchtime supervision.

## **5. General**

**The above list is not exclusive or exhaustive, and the school may require the job holder to undertake duties commensurate with the level of the role.**

- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals

# Diamond Wood Community Academy

- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Carry out your duties with due regard to current and future School/Trust policies, procedures and relevant legislation

As part of your wider duties and responsibilities you are required to promote and actively support the School's/Trust's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Enhance Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share to this commitment. Appointments made are subject to an Enhanced Check by the Disclosure and Barring Service.

**RESPONSIBLE TO:**        **Senior Lunchtime Supervisor**

**RESPONSIBLE FOR:**     NONE

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Sep 19