

## Role Profile: Lunchtime Supervisor

### Purpose

To provide lunchtime supervision of children ensuring a safe and caring environment, daily, during term time from 11:45 – 14:00.

### Key Accountabilities

- Supervising children during lunchtime and dealing with situations as they arise, including toileting accidents.
- Ensuring children do not leave the school premises or go into areas of the school which are out of bounds.
- Ensure the welfare and safety of all pupils at all times, reporting any concerns immediately to the appropriate member of staff and complete any necessary forms.
- Tending to sick or injured pupils and reporting any serious accidents, liaising with the school office and teachers regarding sick or injured children.
- Being prepared to administer First Aid as required and communicate actions to staff and inform parents using Medical Tracker.
- Being vigilant and raising concerns about individual pupils or groups of pupils, ensuring the school behavioural policies are adhered to at all times.
- Adhere to and promote the safeguarding expectations of the school.
- Undertaking other such specific duties that may from time to time be reasonably assigned by the Senior Leadership Team

### 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

## Person Specification

	Essential	Desirable
Qualifications		First Aid Qualification
Skills	<p>Calmness and efficiency and the ability to work under pressure at certain times</p> <p>Good organisational and administrative skills</p> <p>Excellent interpersonal skills</p> <p>Ability to interact and empathise with children</p>	
Experience	Previous experience of supervising children	Previous experience of working in an educational environment is desirable
Other		

### Key Stakeholders:

Internal - Head of Junior School, Deputy Head Academic and Deputy Head Pastoral

External – Parents

Signed: .....

Date:

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Name (Print): .....