

Role Profile: Lunchtime Supervisor

Purpose

To provide lunchtime supervision of children in the playground, ensuring a safe and caring environment.

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	Ability to interact and empathise with children Excellent interpersonal skills Calmness and efficiency and the ability to work under pressure at certain times Good organisational and administrative skills	
Experience	Previous experience of supervising children is essential	Previous experience of working in an educational environment is desirable

Key Stakeholders:

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

External – Parents

Signed: Date:

Name (Print):