

## Lunchtime Supervisor (Secondary)

The Lunchtime Supervisor plays an essential role in cultivating a safe, orderly, and positive environment during the lunchtime period within the secondary academy. This position is vital for ensuring the well-being of our students, facilitating their responsible conduct, and maintaining adherence to academy policies across dining areas, social spaces, and outdoor areas. You will be a visible and supportive presence, contributing significantly to a harmonious and enjoyable break time for all pupils as they navigate their independence within a structured setting.

### Core Purpose

The core purpose of the Lunchtime Supervisor is to actively supervise and manage student behaviour during the lunchtime period, ensuring a secure and positive atmosphere. This involves promoting respectful social interactions, maintaining order in communal areas, and efficiently managing student movement. By upholding academy rules and providing necessary support and guidance, the Lunchtime Supervisor contributes directly to the safety, well-being, and positive experience of every student, enabling them to return to lessons refreshed and ready to learn.

### Key Areas of Responsibility

#### 1. Student Supervision and Behaviour Management

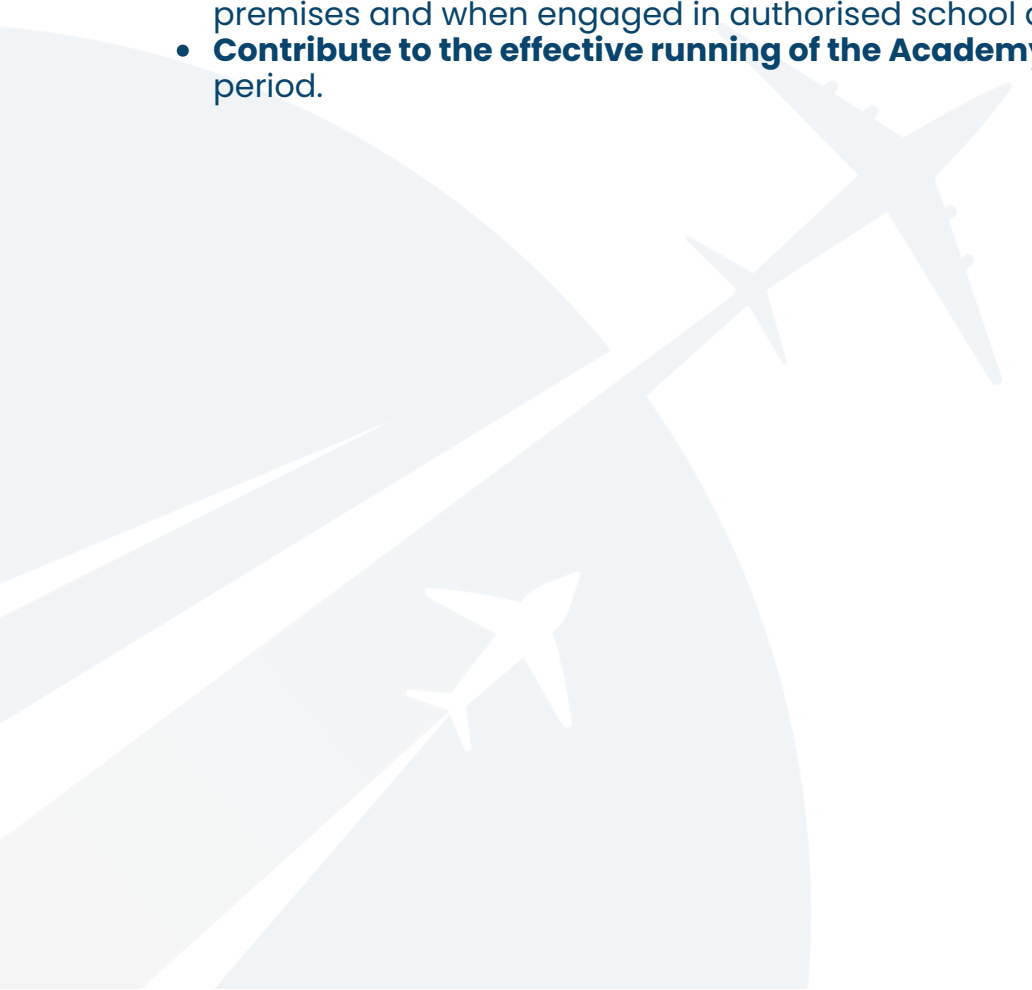
- **Supervise and manage student behaviour** in assigned areas of the academy during lunchtime, including dining areas, social spaces, and outdoor areas, ensuring a calm and orderly environment.
- **Ensure the efficient and orderly movement of students** to and from dining areas at the appropriate times, promoting smooth transitions.
- **Promote positive behaviour and maintain order** in the dining hall, including effective management of queuing, eating, and disposal of waste, to ensure the safety and well-being of all students.
- **Consistently enforce academy rules and expectations** regarding student conduct during lunchtime, providing clear boundaries.
- **Address and resolve behavioural issues** effectively and fairly in line with academy policies, escalating serious incidents to senior staff as necessary.
- **Provide support and guidance** to students as needed, offering a helpful and approachable presence.
- **Deal with any incidents of misbehaviour** or conflict effectively and fairly, promoting resolution.

## 2. Safety and Well-being

- **Maintain a safe and secure environment** for all students during lunchtime, identifying and mitigating potential risks.
- **Monitor student behaviour** closely and ensure compliance with academy rules and expectations, intervening proactively where necessary.
- **Promote positive social interactions** and respectful conduct among students, fostering a harmonious community.
- **Report any concerns regarding student safety** or well-being to the appropriate staff members promptly and accurately.
- **Administer basic first aid** if required (relevant training will be provided), responding effectively to minor injuries or illnesses.
- **Promote and safeguard the welfare of students** at all times, adhering strictly to the academy's safeguarding policies and procedures.
- **Contribute to a positive and supportive environment** where students feel safe, comfortable, and able to seek help from a responsible adult.

## 3. General Duties and Professional Practice

- **Assist with other duties as directed by senior staff**, demonstrating flexibility and a willingness to support the wider academy team.
- **Act as a positive role model** through personal and professional conduct, upholding the academy's values.
- **Work collaboratively** as a member of the lunchtime supervision team, contributing positively to effective working relations.
- **Be proficient in basic literacy and numeracy** skills to support daily tasks and record-keeping.
- **Safeguard the health and safety of all students** both on the Academy premises and when engaged in authorised school activities elsewhere.
- **Contribute to the effective running of the Academy** during the lunchtime period.



# Person Specification – Lunchtime Supervisor

This section outlines the essential and desirable attributes for the Lunchtime Supervisor role in a Secondary setting:

## Qualifications and Training

### Desirable:

- Certified First Aid Trained (training will be provided if not already held).
- Training in basic behaviour management strategies.

## Knowledge and Understanding

### Essential:

- Fundamental understanding of safeguarding principles and their application in an educational setting.
- Clear understanding of duty of care responsibilities towards children and young people.

### Desirable:

- Knowledge of effective behaviour management strategies for secondary school-aged children.
- Awareness of common social dynamics and potential conflicts among young people.

## Experience

### Essential:

- Experience of working with children or young people in a supervisory capacity.
- Experience of maintaining order and promoting positive behaviour in a group setting.

### Desirable:

- Experience supervising children in a school environment.
- Experience in dealing with minor incidents or conflicts among young people.
- Experience in a role requiring responsibility and reliability.

## Skills and Abilities

### Essential:

- Good communication skills, enabling clear and effective interaction with students and staff.
- Ability to supervise groups of children effectively, maintaining vigilance and control.
- Ability to work constructively and collaboratively as part of a team.
- Strong observational skills to identify student needs or potential issues.
- Capacity to follow instructions and implement academy policies consistently.

**Desirable:**

- Ability to administer basic first aid calmly and competently.
- Ability to de-escalate minor conflicts or disagreements.
- Proactive approach to identifying and addressing potential issues before they escalate.

## Personal Qualities

The Lunchtime Supervisor will be a **highly responsible** and **reliable** individual, possessing a **calm and approachable demeanour** that fosters trust and respect among students. They will demonstrate **excellent communication skills**, enabling **clear and consistent interaction**, and will be **adept at promoting positive social behaviours**. This role calls for an individual who is both **vigilant** and **empathetic, capable of maintaining order** while also offering support and guidance to young people. They will be a **dedicated team player**, committed to **creating a safe, positive, and enjoyable lunchtime experience** for every student, consistently upholding the academy's values and expectations.

## Safeguarding of Students and Duty of Care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document](#) ([Department of Education](#)).

## Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

