

Newcastle High School for Girls Lunch Time Supervisor Job Description

Role	Lunchtime Supervisor
Job Purpose	To provide support and supervision in the school dining room at lunchtimes.
Accountable to:	School Nurse
Accountabilities	<ol style="list-style-type: none"> 1. Supervise pupils in the dining room. 2. Ensure pupils eat in a well ordered and appropriate manner. 3. Support the pupils to eat healthily. 4. Supervise specific pupils with dietary needs, as directed by the school nurse and record observations on CPOMS. 5. Supervise the clearing of tables and plates. 6. Help young pupils in practical ways as they are served or collect and finish their lunch. 7. Ensuring spillages are reported to catering staff for cleaning up. 8. Ensuring acceptable standards of behaviour are maintained. 9. Support the Sixth form leadership team in managing the lunch queue and report concerns. 10. Report problems or deal with incidents as they arise according to school policy. 11. Report any matters of concern to the school nurse and/or the relevant Head of Year or DSL, as appropriate. 12. Share duties and assist with extra activities and other functions as required.
General requirements	<p>All school staff are expected to:</p> <ol style="list-style-type: none"> a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan. b. Willingness to contribute to the school's programme of extra-curricular activities, if required. c. Support and contribute to the school's responsibility for safeguarding pupils. d. Work within the school's health and safety policy and safeguarding policy to ensure a safe working environment for staff, pupils and visitors e. Work within the GDST's Diversity Policy to promote equality of opportunity for all pupils and staff.

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	<ul style="list-style-type: none"> f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues. g. Engage actively in the performance review process and contribute to their own professional development. h. Adhere to policies as set out in the GDST Council Regulations, HUB and GDST circulars. i. Undertake other reasonable duties related to the job purpose required from time to time. j. Be a positive role model to staff and pupils.
Review and Amendment	This job description should be seen as enabling rather than restrictive and will be subject to regular review.

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Person Specification

Skills Required

Ability to provide and facilitate safe opportunities at lunch time.	Essential
Ability to use language and other communication skills to which pupils can relate.	Essential
Ability to empathise with the needs of the pupils.	Essential
Ability to work effectively with other colleagues and parents.	Essential

Knowledge Base

Knowledge of Safeguarding and Child Protection issues.	Essential
Understanding of health & safety requirements.	Essential
Knowledge of the use of school systems, such as CPOMS.	Desirable

Qualifications/Attainment

Allergy and Anaphylaxis Training or willingness to acquire	Essential
Training in Eating disorders or willingness to acquire.	Desirable
Food Hygiene Certificate or willingness to acquire.	Desirable
First Aid qualification or willingness to acquire.	Desirable

Experience

Relevant experience in a childcare setting.	Essential
Demonstrable evidence of establishing positive relationships with pupils.	Essential

Attitude/approach

Willingness to work as part of a team.	Essential
Empathy with children.	Essential
Honesty and integrity.	Essential
Able to demonstrate adaptability and flexibility.	Essential
Approachable.	Essential
Assertive.	Essential
High expectations of oneself, as well as of others.	Essential
Ability to remain calm in sensitive or potentially volatile situations.	Essential
Ability to listen and make reasoned and informed judgements.	Essential

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Personal Attributes

Enthusiastic, positive and hard-working.	Essential
Calm, flexible, approachable attitude.	Essential
Ability to solve problems, make good judgements and take decisions.	Essential
Ability to work under pressure, on own initiative, accurately and with attention to detail.	Essential
Commitment to the improvement and development of own performance.	Essential
Self-motivation and a willingness to accept responsibility.	Essential
Commitment to maintaining the caring and supportive ethos of the School.	Essential
Commitment to the safeguarding of children and young people.	Essential