



Northenden Community School

## **Lead Lunchtime Supervisor**

### **Job Description:**

**Reports to:** Headteacher / School Business Manager

### **Main Purpose of the Job:**

- To lead, manage, and supervise the lunchtime team, ensuring a safe, calm, and stimulating environment for all pupils during the lunch break.
- The **Lead Lunchtime Supervisor** is responsible for the efficient and effective running of the school dining hall and playground, promoting good behaviour, healthy eating, and positive social interactions.

### **Main Duties:**

#### **Key Responsibilities**

##### **1. Staff Management**

- **Lead and Supervise:** Directly manage a team of Lunchtime Supervisors, including delegation of duties and daily rotas.
- **Training and Development:** Provide ongoing guidance and training to the team on school policies, behaviour management, and safety & safeguarding procedures.
- **Performance:** Monitor and evaluate the performance of staff, providing feedback and conducting regular team meetings.
- **Communication:** Act as the primary point of contact between the Lunchtime Supervisors and the school's Senior Leadership Team (SLT).

##### **2. Student Welfare and Behaviour**

- **Safety and Well-being:** Ensure the safety and welfare of all students from the start of the lunch break until the afternoon registration.
- **Behaviour Management:** Effectively manage pupil behaviour in line with the school's behaviour policy. Implement and model strategies that promote good conduct and respect.
- **Conflict Resolution:** Handle and de-escalate conflicts or disputes between pupils calmly and fairly.
- **First Aid:** Administer basic first aid where necessary and follow school procedures for accidents and incidents.
- **Child protection:** Be aware of & promote school safeguarding procedures and identify to Designated Safeguarding Lead any children at risk
- **Dietary requirements:** Be aware of & promote dietary requirements linked to race, religious or physical conditions.

##### **3. Operational Management**

- **Dining Hall Operations:** Oversee the orderly and efficient flow of pupils through the dining hall, promoting healthy eating habits and ensuring a clean and tidy eating environment.
- **Playground Supervision:** Organise and supervise activities on the playground, ensuring all areas are safe and pupils are engaged in positive play.

- Resource Management: Manage and maintain lunchtime equipment, including play resources and first aid supplies.
- Record Keeping: Accurately record and report any incidents, accidents, or concerns to the relevant staff members (e.g., class teachers, DSL, SENDCo, or SLT).

### **Other areas of responsibility**

The post holder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

### **Commitment to safeguarding**

Northenden Community School is committed to safeguarding and protecting the children that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK