



Post Title: Lunchtime Leader

Reporting to: Vice Principal

Hours: 11.45am to 13.15pm, Term Time Only Monday to Friday

Salary: Level 2

Main purpose of job:

- To provide supervision for pupils in the lunch hall and on the playground during the lunch break.
- To ensure the health, safety and wellbeing of all pupils during the lunch break.
- To encourage and facilitate appropriate, inclusive play activities.
- To provide first aid as required.
- To report any concerns using the school reporting system (CPOMS)

Main Duties:

1. To encourage children to eat their packed lunch or school lunch, develop independent skills, using cutlery appropriately, trying food they are unsure of and supervising the clearing of trays and cutlery before pupils leave the dining hall.
2. To supervise children waiting for lunch, walking through the school from the dining hall to the playground and back in to school at the end of lunch, ensuring pupils walk quietly and sensibly
3. To model and encourage school values, good manners and appropriate behaviour both in the dining hall and on the playground.
4. To wipe down tables as children finish eating so that the tables are clean for the next children who sit down and to ensure that food or water spilt onto the floor is cleared up promptly.
5. In the event of a wet breaktime, to supervise the children in the designated areas.
6. To lead and facilitate games and activities with individuals and groups of children as required.
7. To manage incidents of inappropriate or challenging behaviour in line with the school behaviour policy, reinforcing school values and rules at all times and asking for support where required.
8. To be mindful of those children with behavioural, SEN or EAL challenges and ensure play is inclusive and appropriate to their needs, following behaviour plans for particular children.
9. To ensure the safety of all children in the play areas by moving around so that all children are supervised.



10. To deal with minor accidents and administer first aid as required (dependent upon training, where required), ensuring that all incidents requiring first aid are recorded.
11. Provide welfare support to the pupils of the school, including undertaking first aid duties (dependent on training), assisting with changing clothes, cleaning and caring for the personal cleanliness of the children as appropriate.
12. Use the school safeguarding, behaviour and medical (as applicable) reporting system CPOMS
13. To read, understand and implement relevant school policies and procedures, undertake relevant training and any other related duties as directed by the SLT or the Principal.
14. To adhere to need for confidentiality at all times
15. This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Criminal Records Disclosure will be sought from the successful candidate.

Person Specification

Essential

- Excellent communication skills with children and adults
- Ability to use own initiative
- Ability to work as part of a team
- Willingness to learn and attend and apply training provided
- Enthusiastic
- Flexible and adaptable approach
- Understanding of the needs of young children, including those with behavioural issues, EAL and SEND
- Ability to ensure the safety, wellbeing and positive behaviour of all children
- Able to engage with children in play and encourage positive games

Desirable

- Experience of working with young children