

**Post
Scale**

**Lunchtime Leader
3**

JOB SUMMARY

As part of a team, assisting the Head Teacher/Senior Leadership Team in securing the safety, and welfare of pupils during the midday break. This will involve effective supervision of pupils in and about the premises and site in accordance with the general instructions of the Head Teacher/Senior Leadership Team. You will also lead a team of MSA's in organisation of the lunchtime period to ensure that all activities are planned and carried out in a safe and enjoyable way.

PRINCIPAL ACCOUNTABILITIES

1. Leading a team of MSA's and providing appropriate, strategic direction.
2. Supervision and control of pupils in the dining hall and classrooms.
3. Supervision and control of pupils in the playground and about other school premises.
4. Associated ancillary duties

JOB CONTENT

Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required.

1. Supervision and control of pupils in the dining hall, including:
 - Where appropriate, assist/supervise pupils with their general hygiene requirements (washing, toileting changing clothing etc. in accordance with School Policy) prior to entering the dining room
 - Organising dinner queue and entrance of pupils into dining hall and from dining hall to playground; ensuring good behaviour and calm atmosphere. Dealing with any bullying/fighting/unruly behaviour that may occur by intervention or calling for assistance, reporting incidents to Head Teacher/SLT according to severity of incident
 - Directing pupils to seats, deciding on seating arrangements, separating problem pupils where necessary
 - Encouraging pupils to eat (including those with packed lunches) especially those with special needs or disabilities. Being aware of pupils on special or restricted diets for medical reasons from information from information provided at the school. Assisting pupils with cutting up food, pouring liquids etc. where necessary
 - Encouraging social skills and good table manners, ensuring safety with knives and forks. Ensuring pupils tidy/clear up in a satisfactory manner
 - Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff
 - Dealing with any body spillages in the dining hall in accordance with infection control procedures, ensure pupil goes to the medical room if appropriate
 - Leading the shared responsibility with other Midday Supervisors and/or teacher for the maintenance of order and discipline in the dining hall area/classrooms.
 - Leading the shared responsibility with other Midday Supervisors for setting up and clearing away the dining hall/classrooms before and after the served lunch period.

2. Supervision and control of pupils in the playground and about other school premises, including:
- Where appropriate, collecting pupils from classrooms if going straight into the playground, ensuring they are adequately dressed for the prevailing weather conditions where necessary
 - Supervision and control of the school entrance during lunch break to ensure children do not leave the playground without permission/authorisation. Check on any strangers who may enter school premises in accordance with school guidelines, be observant of any loiterers and report to Head Teacher/SLT
 - Direction of pupils to the playground and supervision of their activities and behaviour, ensuring their safety and well being, providing emotional support where necessary
 - Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc.
 - Organising an appropriate activity schedule where the MSA team initiate and participate in games with the children on the playground or in the classroom if it is 'wet break'
 - Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school
 - Reporting any bad behaviour, assaults, carrying of weapons/banned substances by pupils to the Head Teacher/SLT
 - Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather. Occupying pupils in various games and activities
 - Ensuring in accordance with instructions given that all pupils return to the care of teachers at the end of the lunch period.
3. Associated Ancillary Duties
- Checking toilet areas regularly for signs of pupil vandalism, blockage of toilets/wash basins and to ensure pupils are not loitering or playing in toilet areas Reporting any damage or blockages to the office staff
 - Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the School's agreed procedures
 - Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures
5. Safeguarding
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the LA and the school's safeguarding policy.

JOB CONTEXT

Reports to: The Head Teacher/Senior Leadership Team

Supervises: All MSA's

Contacts: Amanda Johnston/Suzanne Norman/Rebecca Brough

Financial Responsibilities: None

Key Organisational Objectives:

The postholder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as appropriate
- At all times operating within the school's Single Equalities and Safeguarding frameworks

- Contributing to the maintenance of a caring and stimulating environment for pupils

Conditions of Service:

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate.

Special Conditions of Service:

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended.

Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

PERSON SPECIFICATION**LUNCHTIME LEADER**

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications		First Aid certificate.
Experience	Experience of working with children and young people (either paid or unpaid). Experience of leading a team of adults.	Experience of supervising pupils and staff in a school environment.
Knowledge	Knowledge of basic Health and Safety and First Aid. A knowledge and understanding of the welfare and social needs of pupils during the mid-day break.	
Skills & Ability	Effective communication skills. Ability to work effectively as part of a team and to apply given instructions. Ability to react calmly and quickly in an emergency. Suitability to work with children.	

Signed.....

Signed.....

Date.....