



JOB DESCRIPTION – LUNCHTIME SUPERVISOR

Lunchtime Supervisor

Purpose of the Role

An important and valued member of staff to provide a safe, supportive, and positive environment for students during the lunchtime period, ensuring their wellbeing, encouraging positive social interactions, and supporting the individual needs of students with a range of special educational needs and disabilities (SEND).

Key Responsibilities

- Work closely with the kitchen staff to ensure the lunchtime routines run as smoothly as possible.
- Supervise students during lunchtime in the dining hall, playground, and other designated areas.
- Support students with a range of special educational needs, helping them access and enjoy their lunchtime experience.
- Monitor and promote positive behaviour, following the school's policies and procedures.
- Assist students with eating and drinking, including providing feeding support where required and in line with individual care plans and training.
- Encourage social interaction, independence, and appropriate play activities.
- Support the safety, welfare, and wellbeing of all students during the lunch break.
- Respond appropriately to incidents, accidents, or behavioural concerns and report these to relevant staff.
- Assist with the setup and supervision of lunchtime enrichment clubs and activities when required.
- Work collaboratively with teaching, support, and pastoral staff to meet students' individual needs.

Person Specification

The successful candidate will:

- Be caring, patient, and enthusiastic about working with children and young people with SEND.
- Have good communication and interpersonal skills.
- Be able to build positive relationships with students while maintaining professional boundaries.
- Remain calm and confident when supporting students with additional needs and challenging behaviours.
- Be willing to undertake relevant training, including feeding support and safeguarding.

This role is ideal for someone who enjoys working with young people and is committed to helping students feel safe, included, and supported throughout the school day.



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Safeguarding

Awareness is the key here, such as:

- (a) Read and adhere to the school's safeguarding policies.
- (b) Being aware of and promoting health and safety at work.
- (c) Always patrolling the assigned area regularly.



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LUNCHTIME SUPERVISOR – PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
Education & Qualifications	• Good level of English	
Experience	• Working with children • Experience of supporting children in a school setting	• Work with a child with SEN
Skills & Abilities	• Ability to work as part of a team • Build good relationships with staff and children	• First aider
Motivation & Personality	• Likes working with children • Good sense of humour • Reliable, flexible and efficient • Is enthusiastic • Seeks to improve own knowledge and skills	
Circumstances & Health	• Good attendance record • DBS Certificate • Safeguarding checks	

Wightwick Hall School is committed to safeguarding the welfare of children and as such expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS.



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