

**GLF Schools - Job Description**

<b>Job Title</b>	Lunchtime Leader	<b>Job Reference</b>	
<b>Location</b>	Chestnut Park Primary School	<b>Travel required</b>	No
<b>Core purpose</b>			
<ul style="list-style-type: none"> <li>To lead a team of midday meal supervisors to ensure the smooth running of the dining hall.</li> <li>To supervise children in the dining area to ensure the orderly conduct, welfare and safety of children during school lunch breaks.</li> </ul>			
<b>Key Accountabilities</b>			
<b>Main Duties</b>			
<ul style="list-style-type: none"> <li>To manage and organise the smooth running of the school dining room and ensure orderly conduct.</li> <li>To supervise the movement of children in the dining area, that all children come in from outdoor play for their lunch on time.</li> <li>To give comfort and support to individual children when required.</li> <li>Observe all children to ensure that they are adhering to the behavioural expectations of the school.</li> <li>In the event of an accident follow normal first aid rules, remain with the child and immediately arrange for another child to summon help from other staff member. Ensure that the incident is properly recorded.</li> <li>Report any incident that has given cause for concern to the Deputy Headteacher.</li> <li>In cases of serious misconduct or disobedience, summon assistance from other members of staff.</li> <li>Approach any individual child who appears to be distressed and see if the child wants an adult to talk to. If there appears to be a significant problem either at home or at school, suggest that it might be helpful to confide in the Class Teacher of the situation.</li> <li>Encourage cooperation and inclusion for all.</li> </ul>			
<b>Other Duties</b>			
<ul style="list-style-type: none"> <li>Supervise the clearing of the dining hall tables in readiness for a second sitting, where appropriate.</li> <li>Check and supervise corridors and toilets during lunch period.</li> </ul>			
<b>Accountability</b>			
<ul style="list-style-type: none"> <li>Deputy Headteacher.</li> <li>GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.</li> </ul>			
<b>Safeguarding</b>			
<ul style="list-style-type: none"> <li>GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.</li> </ul>			