



Job Title: Lunchtime Supervisor

Responsible to: Senior Leadership Team

Key internal contacts: Pupils and all school staff

Key external contacts: Key external relationships and parents

ABOUT THE SCHOOL

Hydesville Tower School is a thriving independent school for children aged 2–16, where every child is known, valued and encouraged to achieve their personal best. We believe education is about nurturing every aspect of a child, developing not only academic success but also confidence, character, creativity and wellbeing.

Academic excellence is at the heart of everything we do. Through exceptional teaching, outstanding pastoral care and a personalised approach to learning, we support and challenge pupils of all abilities to discover their strengths, fulfil their potential and develop a lifelong love of learning. From our exceptional Early Years provision, 11+ training, through to excellent GCSE outcomes, every stage of a child's education is carefully designed to inspire confidence and success.

Most importantly, values of kindness and inclusivity are instilled into our students. We encourage pupils to work hard, embrace opportunities and grow into confident, compassionate and well-rounded individuals who make a positive contribution to the school and the wider world.

ABOUT BLENHEIM SCHOOLS

Blenheim Schools is a growing family of innovative, high-quality independent schools committed to enabling outstanding futures for every student. Our ethos centres on truly understanding each child, their talents, character and aspirations by providing a personalised, ambitious education that helps every child to thrive. We deliver a broad, enriching curriculum supported by tailored teaching and exceptional pastoral care. We celebrate individuality, nurture confidence and champion every learner so they can discover their strengths and achieve their potential.

Joining Blenheim Schools means becoming part of a collaborative, forward-thinking community that values creativity, inclusion and professional growth. Our teams are united by a shared belief in the power of education to transform lives and by a commitment to delivering outstanding experiences for students and families.

JOB PURPOSE

To provide a safe environment for the children during their lunchtime break by ensuring good standards of behaviour at all times and responding to playground and dining room incidents as required.





KEY TASK AREAS & RESPONSIBILITIES

1. DINING ROOM

- Organising dinner queue entrance and exit to/from dining hall in an orderly fashion.
- Helping children at meal times – this may involve helping some children cut up their food, showing them how to use cutlery and encouraging good table manners.
- To be aware of ground rules for pupil behaviour in the dining hall and general procedures for lunchtime provision.
- Ensure dining room is cleared away, cleaned and ready for the next year group.

2. PLAYGROUND DUTIES

- To encourage children to walk in an orderly manner to and from different areas of the school.
- To supervise and assist children with their outdoor clothing.
- Offering play activities in the playground and indoors in bad weather.
- Listening to pupils, dealing with situations as they arise, including toileting accidents/nappy changing.
- Ensuring children do not leave the school premises or go into areas of the school which are out of bounds, knowing the layout of the school both internally and externally and being aware of site entrances and exits, boundaries and access points for vehicles.
- Ensure the welfare and safety of all pupils at all times, reporting any concerns immediately to the appropriate member of staff and complete an accident report form.
- Tending to sick or injured pupils and reporting any serious accidents, liaising with the school office and teachers regarding sick or injured children.
- Being prepared to administer First Aid if required.
- Ensuring that pupils behave in a sensible way and are paying attention to the health and safety needs of other pupils using the hard surface area.
- Being vigilant and raising concerns about individual pupils or groups of pupils with the Head of Prep School and Head of Nursery School.
- Dealing with incidents of misbehaviour and reporting them to the pupil's teacher or Head of Prep School, Head of Senior School or Head of Nursery School.
- Dealing with emergency situations such as fire drills.
- Knowing where and when children leave for extra curricula activities, such as dance.

3. RESOURCES

- Provide a range of outdoor activities and ensuring all children have the same opportunity to use them.
- Encourage children to respect school equipment.
- Ensure that lunchtime equipment is used properly and stored away appropriately at the end of the lunchtime period.



**PERSON SPECIFICATION**

	Essential	Desirable
Qualifications		• Good level of education • First Aid qualification
Skills	• Excellent interpersonal skills including the ability to develop effective relationship with children, staff and parents.	
Experience		• Experience in an educational setting • Experience of working with young children • Prior Knowledge of Child Protection Issues and Knowledge of health and safety and welfare issues within a childcare environment

SAFEGUARDING RESPONSIBILITIES

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

GENERAL

- Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed
- Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
- Report issues and/or incidents relating to staff and Service Users that have arisen in the day promptly to the relevant Line Manager or appropriate person
- Operate at all times in accordance with Company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Representations and Behaviour Policies.
- Participate in training and take responsibility for personal development.
- Participate in team meetings, supervisions, and annual reviews in accordance with Company policy and the standards set by the Regulatory Body.
- Work to promote the Centre as a valued, professional asset within its community and conduct themselves at all times in a manner that reinforces this image.
- Ensure that all actions are in the interests of the Service Users and the Company.



- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices.
- To carry out any other reasonable and relevant duties as required

GOVERNANCE

- Blenheim Schools is the proprietor of Hydesville Tower School. As such, Blenheim Schools has the legal responsibility and accountability for ensuring that the school is compliant, demonstrating the highest standard of pupil safety, quality of education and effectiveness in all areas of school life.
- Blenheim Schools do not have governing bodies. However, they all have strong and established governance arrangements and Heads are line managed by a Chair of Governors.
- Support in leading a school which is entirely compliant and provides a safe learning environment for students and staff ensuring full compliance with legislation, regulations, safeguarding policies, procedures and code of conduct.
- Safeguarding and Health & Safety governance visits are held at each school to evaluate their quality for protection for our children. During these visits, the reviewer will speak with the Head, Designated Safeguarding Lead, Educational Visits Coordinator and other staff, as well as always talking to groups of children.

· To be signed and dated by employee:

· Signed:

· Name (print):

· Date:

