



## Job Description

**Post title:** Lunchtime Supervisor

**Responsible to:** Headteacher

**Responsible for:** Supervision of pupils at lunchtime and associated duties

**Salary:** Grade 2 SCP 2-3

### **Supervision and control of pupils when eating:**

- Putting out tables and benches in preparation for lunch and safely putting away at end of lunch period.
- Supervising pupils in the dining areas, or other parts of the school premises, ensuring good standards of behaviour are maintained.
- Assisting with associated ancillary duties (e.g. ensuring tables are wiped clean, cleaning up of spillages on floor, etc.)
- Assist/supervise pupils with their general hygiene requirements (hand washing, toileting) prior to entering the dining room
- Encouraging pupils to eat (including those with packed lunches) especially those with special needs or disabilities.
- Encouraging social skills and good table manners, ensuring safety with knives and forks. Ensuring pupils tidy/clear up in a satisfactory manner
- Dealing with first aid incidents and recording as appropriate

### **Supervision and control of pupils in the playground and about school premises:**

- Where appropriate, collecting pupils from classrooms if going straight into the playground, ensuring they are adequately dressed for the prevailing weather conditions where necessary
- Direction of pupils to the playground and supervision of their activities and behaviour, ensuring their safety and wellbeing, providing emotional support where necessary
- Playground supervision; including organising and playing games with the pupils
- Dealing with first aid incidents and recording as appropriate
- Managing pupils' behaviour in line with school policy, recording and reporting any incidents to the class teacher, senior lunchtime supervisor, head teacher depending upon the severity of the incident
- Working in collaboration with other lunchtime supervisors to support all children in a safe environment
- Monitoring pupils wellbeing, being aware of changes in friendships and supporting socialising and play



## **Job Description**

- Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather. Occupying pupils in various games and activities

### **Safeguarding Children**

- To have due regard for safeguarding and promotion the welfare of children and young people and to follow the child protection procedures adopted by the school.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety
- To adhere to the ethos of the school:
  - To promote the agreed vision and aims of the school
  - To set an example of personal integrity and professionalism
  - Attendance at appropriate staff training as required