



## **Lunchtime Supervisor - Job Description**

**Reports to:** Headteacher

**Pay grade range:** C 2-3

### **Summary:**

The lunchtime supervisor will take responsibility for children during the lunchtime to ensure that the children are secure and safe during this time, and will actively promote a positive playground atmosphere, reducing the likelihood of bullying and other anti-social behaviour.

### **Main Responsibilities:**

- Ensure that pupils wash their hands before they eat
- Escort pupils to and from the dining area, as necessary
- Ensure that pupils having a school lunch are in the dining hall at the correct time
- Help younger pupils at the servery counter with the proper use of cutlery, and help them cut up their food when necessary
- Assist pupils with the return of used plates, trays, cutlery and beakers, and with the cleaning of tables when lunch is finished
- Supervise pupils eating food brought from home, and ensure that all packed-lunch equipment is cleared away after use
- Report to the senior midday supervisor any child whose diet may give rise for concern;
- Take charge of named children in the playground or the classroom, depending on the weather
- Devise and initiate constructive play opportunities for children when required
- Ensure that children remain within a safe environment, and that they play safely
- Set suitable behaviour standards in line with school policy
- Have an awareness of the school's policy on child protection
- Help children acquire social skills
- Attend to minor accidents sustained during the midday break, and seek appropriate assistance if necessary
- Attend to any pupil who becomes ill during the midday break, and again seek appropriate assistance

- Liaise effectively and professionally with staff, teachers and parents, as required
- Attend training, as required.
- Attend to named children's personal needs including first aid, personal hygiene of changing nappies and any other toileting needs.

### General Responsibilities:

- Deliver, promote and support good practice in relation to equality, diversity, safeguarding and prevent duties
- Promote and maintain a safe and healthy working environment and be responsible for own health and safety
- Promote and ensure own compliance with the requirements of the General Data Protection Regulations 2018
- Adhere to the guidance of Keeping Children Safe in Education.
- Undertake any other duties and responsibilities commensurate with the level of post as required.

### Person Specification:

Criteria	Essential or Desirable
GCSE Maths and English	Essential
Experience of supervising children as a parent or carer	Essential
Understanding of managing the behaviour of groups of children	Essential
Able to work as a part of a group and individually	Essential
Inspire trust and confidence in children	Essential
Encourage high standards of pupil behaviour at all times	Essential
Liaise with parents in a professional manner	Essential
Initiate games and activities appropriate to the age of the children	Essential
Calm under pressure	Essential
Well organised	Essential
Current first aid qualification	Desirable
Experience of 'playworker' or working with groups of children on a voluntary or paid basis	Desirable
Understanding of child development and social interaction	Desirable
Understanding of the value of constructive play opportunities	Desirable