



Larmenier & Sacred Heart Catholic Primary School

JOB DESCRIPTION: Lunchtime Meals Supervisor

GRADE: Scale 2

CONTRACT: Part Time – 5 hours per week (Term time only - 39 weeks)

MAIN PURPOSE OF THE JOB

A Lunchtime Meals Supervisor will be part of a team that is responsible for supervising pupils and the school's premises during the midday break to ensure that the lunchtime runs effectively and that the safety and welfare of pupils is maintained.

DESCRIPTION OF DUTIES

Supervision

- Supervise pupils in the lunch hall, playground and classrooms (for wet play)
- Encourage pupils to eat their lunch, reporting any concerns to the class teacher or Senior Leader as appropriate.
- Monitor pupils' engagement at playtime feedback any concerns to class teachers

Organisation

- Support with the cleaning and the setting up of tables between lunch sittings
- Manage pupils' entrance and exit from the lunch area in an orderly manner
- Clean up food and water spillages

Health and safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider
- Record details of incidents in line with the school's reporting procedures
- Be aware of and support pupils with medical/dietary needs
- Promote the school's policy around healthy eating to pupils
- Feed back concerns relating to pupils' health and safety to a senior member of staff

Behaviour

- Make sure children tidy up after themselves in the lunch hall and when using play resources/equipment
- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's Behaviour and Discipline Policy
- Take necessary action to minimise disruption and harm to pupils, in line with the school's Behaviour and Discipline Policy
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour

Play

- Organise play activities to encourage pupils to play and make use of play equipment
- Offer educational instruction where needed to help pupils to share play equipment
- Help to resolve issues between pupils during play activities

Safeguarding

- Make sure pupils remain on the school premises during break
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals

Other areas of responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Teaching Assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.