



Job Description - Job Title: Lunchtime Supervisor

Purpose of the Role

To supervise and support pupils during the lunchtime period, ensuring their safety, wellbeing, and positive behaviour in the dining hall, playground, and other designated areas, in line with the school's policies and procedures.

Key Responsibilities

The postholder will be expected to:

- Supervise pupils during lunchtime, including in the dining hall and outdoor play areas
- Promote good behaviour, positive relationships, and inclusive play
- Encourage good manners and appropriate conduct during meals
- Support pupils in resolving minor disputes and seek assistance when required
- Always ensure pupils' safety and respond appropriately to accidents or incidents
- Administer basic first aid in line with training and school procedures (where applicable)
- Escort pupils between lunch areas, classrooms, and playgrounds as required
- Report concerns regarding pupil behaviour, welfare, or safeguarding to appropriate staff

Health and Safety

- Maintain a safe environment for pupils during the lunchtime period
- Follow school policies and risk assessments, including playground and dining hall procedures
- Report hazards, accidents, or concerns to the appropriate member of staff
- Support emergency procedures when required

Safeguarding

- Always safeguard and promote the welfare of children
- Follow school safeguarding and child protection policies
- Report any safeguarding concerns in accordance with school procedures

Working Relationships

- Work as part of a team of lunchtime supervisors
- Liaise with teaching staff, senior leaders, and support staff as required

Line Management

- Responsible to the Head of School or nominated senior member of staff