



JOB DESCRIPTION

LUNCHTIME SUPERVISOR

POST TITLE: Lunchtime Supervisor

RESPONSIBLE TO: Headteacher /Deputy Headteacher / Senior Lunchtime Supervisor

PURPOSE OF THE JOB: To ensure the safety, security and well-being, and care of the children of the school and to promote their social, emotional and physical development during the lunch time period. To support and contribute to the school's responsibility for safeguarding children.

MAIN DUTIES AND RESPONSIBILITIES:

- To supervise children during the lunch period, in the dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of children and the maintenance of good order and discipline.
- To report to the Senior Supervisor at beginning of the lunch period and receive any instructions with regard to duties.
- To monitor the behaviour of children, discouraging in a positive way any anti-social behaviour and reporting any incidents to the Senior Supervisor or a member of the Senior Leadership Team.
- To ensure the safety and well-being of children, providing emotional support where necessary.
- To arrange and supervise appropriate play and physical activities and participate in play with the children to encourage exercise for health.
- To ensure that all children who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures/policy.
- To liaise with teachers and other school staff in a positive manner

DINING HALL

- Before children enter the dining hall, to ensure that children have visited the toilet and washed their hands.
- To set up the dining hall in preparation for children to enter.
- To organise the dinner queue and ensure calm and orderly entrance of children into the dining hall and from dining hall to playground –
 - *Promoting and ensuring good behaviour and a calm atmosphere*
 - *Dealing with any misbehaviour that may occur in accordance with the school's behaviour policy*
 - *Addressing issues calmly and politely and in doing so being a positive role model to the children*
 - *Report, as appropriate, incidents to the appropriate person*
- To encourage all children to eat but especially those with special needs or disabilities, and to assist children with cutting up food, opening tubs, pouring water etc where appropriate eg age of child, needs of child as necessary.
- To encourage social skills and good table manners, ensuring safety with knives and forks.
- To clean up spillages of food and to organise clearing of cutlery and crockery off tables.
- To clear away food, assist in putting tables and chairs away.
- Where appropriate, to collect children from the classrooms/playground ensuring that they are adequately dressed for the weather conditions.
- To supervise and control entrance and exit of children during the lunch break to school premises and ensure calm orderly conduct in accordance with the school's high expectations.
- To check on any strangers who may enter the school grounds and report any concerns to the school office or Senior Supervisor.
- To regularly rotate activities on offer to the children.
- Promote inclusion of children.

SCHOOL PREMISES

- To supervise children and promote good behaviour on the school premises in the hall, classrooms, on stairs and through corridors, during lunchtimes and in addition when children are inside because of inclement weather.
- To ensure that, when classrooms are used during the midday break because of inclement weather that the children are quietly occupied and that the classroom is left tidy, ready for afternoon school.
- To check toilet areas regularly to ensure that they are clean and being used appropriately.
- To report any problems to the school office, Senior Supervisor, Senior Leadership Team.
- To take part in training appropriate to the job of Lunchtime Supervisor.
- To take part in any appraisal arrangement made by the school.
- To undertake any other duties consistent with the purpose of the job.

GENERAL

- To respect confidentiality or sensitive information divulged by staff, parents/carers or children.
- To comply with the school's policies and codes of conduct.
- Maintain confidentiality at all times.
- Always remain calm.
- **And smile!**