# Job Description: Lunchtime Supervisor

### Job Purpose:

To supervise pupils during lunchtime, ensuring that the children eat meals safely and behave appropriately. To engage with them in interesting play.

Responsible to: Head of school

### Duties:

The Lunchtime Supervisor will:

* 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, help with the proper use of cutlery, and help them cut up their food when necessary;
* assist pupils with the return of used trays, cutlery and beakers, and with the cleaning and packing away 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 Head of School any child whose diet may give rise for concern;
* take charge of groups of 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;
* help children acquire social skills;
* attend to minor accidents sustained during lunchtime, and seek appropriate assistance if necessary;
* attend to any pupil who becomes ill during lunchtime, and again seek appropriate assistance;
* liaise effectively and professionally with staff, teachers and parents, as required;
* attend training, as required.

# Person Specification: Lunchtime Supervisor

We would like to you to be:

* willing to become part of a team;
* cooperative with the other MTSs;
* friendly to the children and enjoy their company;
* experienced with children;
* able to resolve conflict;
* sympathetic to the needs of children;
* an initiator of games and activities;
* an encourager of skipping;
* an inspirer of creative play;
* flexible, honest, reliable and punctual;
* aware of the aims of a Church Primary School.