

| JOB DESCRIPTION                  |  |     |       |
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| <b>Role</b>                      | Lunchtime Supervisor   |     |       |
| <b>Reports to</b>                | School Business Leader   |     |       |
| <b>Accountable to</b>            | Senior Leadership Team   |     |       |
| <b>Grade</b>                     | 1  | SCP | 2 - 3 |
| <b>General Purpose</b>           | <ul style="list-style-type: none"> <li>• Strive for excellence.</li> <li>• Provide a warm welcome to all pupils, visitors, parents, carers and a welcoming environment where everyone is enthused by learning and where the children are eager to come and sad to leave at the end of the day.</li> <li>• Create a stimulating environment that encourages and supports social development.</li> <li>• Promote the highest standards of behaviour as the norm.</li> <li>• To act as a role model for all children.</li> </ul>  |     |       |
| <b>Purpose of role</b>           | <ul style="list-style-type: none"> <li>• Ensure that there is a secure and welcoming facility to support, motivate and supervise pupils in eating their meal and playing activities.</li> <li>• Be responsible for the health, safety, conduct and well-being of all pupils.</li> <li>• Ensure the smooth running of the meal arrangements by anticipating and dealing with problems and promoting constructive play ideas with pupils.</li> </ul>   |     |       |
| <b>Specific Responsibilities</b> | <p><b>AT MEALTIMES:</b></p> <ul style="list-style-type: none"> <li>• Ensure that the meal arrangements comply with all school policies and provide a safe environment for pupils, including those with special educational needs.</li> <li>• Support pupils in meal arrangements, including teaching them how to hold knives and forks.</li> <li>• Ensure that pupils move through the school quietly and behave in an orderly way in the dining hall and the corridors.</li> <li>• Ensure that pupils who have special dietary needs or whose parents have requested a packed lunch, receive the correct meal.</li> <li>• Ensure that pupils eat their meal in a socially acceptable manner, including teaching them how to hold knives and forks and engage in conversations with the people around them.</li> <li>• Encourage pupils to be independent in clearing away after a meal.</li> <li>• Establish constructive relationships with pupils and interact with them according to their individual needs.</li> <li>• Promote the inclusion and acceptance of all pupils.</li> </ul> <p><b>DURING PLAYTIME:</b></p> <ul style="list-style-type: none"> <li>• Ensure that all pupils are dressed appropriately for the weather.</li> <li>• Ensure that all school property (including toilets) are used sensibly and in line with school procedures.</li> <li>• Ensure that children are not in the school building when they should be outside.</li> <li>• Teach the children games and interact with them.</li> </ul> |     |       |

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|                    | <ul style="list-style-type: none"> <li>• Be aware of any pupils with special educational needs who may need extra support in the playground or in the dinner hall, this may include pupils who require extra nurture.</li> <li>• Ensure that everyone (adults and pupils) are treated with respect and that equality of opportunity is given to all.</li> <li>• To take reasonable precautions whilst in charge of pupils to see that they do nothing that is likely to injure themselves or others.</li> </ul> <p><b>WET PLAYTIMES:</b></p> <ul style="list-style-type: none"> <li>• Supervise a class while they play classroom games, draw or finish work.</li> <li>• Read stories or play games with the children.</li> <li>• Ensure that equipment is returned to its correct place in an orderly way and in good condition before the start of the afternoon teaching session.</li> </ul> <p><b>GENERAL:</b></p> <ul style="list-style-type: none"> <li>• To follow accident reporting procedures at all times and provide first aid where appropriate.</li> <li>• To adhere to all school policies and procedures, including the school's behaviour policy.</li> <li>• Ensure that pupils are always supervised and areas tidied up each day. Ensure the playground equipment is used and stored properly.</li> <li>• Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour.</li> </ul> <p><b>COMMUNICATING WITH OTHERS:</b></p> <ul style="list-style-type: none"> <li>• To recognise and report on child protection issues in accordance with the school policy.</li> <li>• Be aware of school events by using Weduc, email and the staff whiteboard.</li> <li>• Communicate with the class teacher on matters arising at the end of lunchtimes, in line with school procedures.</li> </ul> |
| <b>Development</b> | <ul style="list-style-type: none"> <li>• Attend and participate in relevant meetings as required. Participate in training and other learning activities and performance development as required.</li> <li>• To keep abreast of recent legislation and developments relevant to the role.</li> <li>• To take part in any relevant staff meetings, as and when appropriate.</li> </ul>  |
| <b>Other</b>       | <ul style="list-style-type: none"> <li>• Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to the Council's Equal Opportunities policies and to the standards of customer care.</li> <li>• Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.</li> <li>• To work under the direction of the lunchtime team leader and to undertake any other reasonable duties as may be allocated by the Headteacher, Deputy or Senior Leadership Team.</li> </ul>   |