Lunchtime Supervisor job description

Employment details	
Job title	Lunchtime Supervisor
Reports to	Principal Lunchtime Supervisor

Duties and responsibilities

- Supervise pupils in in the lunch area, playground and classrooms (for wet play)
- Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher
- Monitor pupils that aren't engaging in play and feed back any concerns to class teachers
- Set up and put away the tables, chairs and other equipment needed for eating in the lunch area
- Manage pupils' entrance and exit from the lunch area in an orderly manner
- Clean up food and water spillages
- 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
- Feedback concerns relating to pupils' health and safety to a senior member of staff
- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Make sure children tidy up after themselves in the lunch area and when using play resources/equipment
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour
- 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

- Make sure pupils remain on the school premises during the midday break
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals
- Read and follow the relevant school policies
- Undertake training required to develop in the role

Safeguarding

The Loriners Multi Academy Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory completion of safeguarding checks, including an enhanced DBS check, in line with Keeping Children Safe in Education (KCSIE).

The Loriners Multi Academy Trust is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.