



Post title	Lunchtime Supervisor
Responsible to/Reviewed by	Senior Leadership Team
Last updated	September 2024

SAFER RECRUITMENT STATEMENT

As with all posts at Boughton Primary School, this post is exempt from The Rehabilitation of Offenders Act 1974 as the position requires working within close proximity of young children. The post holder will be required to undertake an Enhanced DBS. Boughton Primary School is committed to the safeguarding and well-being of all children.

CORE PURPOSE

A lunchtime supervisor will be part of a team that is responsible for supervising pupils and the school's premises during the midday break, to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

DUTIES AND RESPONSIBILITIES

Supervision

- Supervise pupils in the hall, playground and other areas of the school
- Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher
- Encourage pupils to play co-operatively and safely; monitor pupils that aren't engaging in play and report any concerns to the class teacher

Organisation

- Set up and put away tables, benches and other equipment needed for eating in the hall
- Manage pupils' entrance and exit from the hall in an orderly manner
- Clean up food and water spillages
- Wipe down tables and benches at the end of each lunchtime

Health and Safety

- 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 request support from senior staff for an major incidents
- 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 healthy eating policy to pupils
- Feedback any concerns relating to pupils' health and safety to a senior member of staff.

Behaviour

In line with the school's behaviour policy:

- Expect and encourage good manners at all times
- Ensure children tidy up after themselves when they have eaten
- Report any incidents of serious misbehaviour to the relevant staff member
- Take necessary action to minimise disruption and harm to pupils

- Supervise children’s play effectively, ensuring they play safely and use equipment appropriately
- Follow directions and advice from class teachers on supporting any specific pupils with additional needs

Play

- Organise play activities to encourage pupils to play and use equipment appropriately
- Offer instruction where needed to help pupils share play equipment
- Help resolve issues between pupils during play activities
- Encourage pupils to put equipment away at the end of lunchtime

Safeguarding

- Ensure pupils remain on the school premises at all times
- Look out for any unidentified visitors on the school site; direct them to the school office and notify a DSL immediately

Other duties

- Read and follow the relevant school policies
- Undertake training in First Aid and Safeguarding, and any other training required to develop in the role
- Any other duties the Head Teacher reasonably requires.

Person Specification: Lunchtime Supervisor



AREA	ATTRIBUTES	Evidence from:	
		Application (A)	Interview (I)
		Reference (R)	
		ESSENTIAL	DESIRABLE
QUALIFICATIONS & EXPERIENCE	First Aid training or willingness to complete it as soon as possible	A	
	Working with children either in paid or voluntary roles		A, I
	Experience of working within a team, either in paid or voluntary roles		A,R
KNOWLEDGE, UNDERSTANDING AND SKILLS	Able to promote the school’s vision, values and aims positively	A, I,	
	Able to respond quickly and effectively to issues that arise	A, I,	
	Able to use own initiative and take action accordingly	A, I, R	
	Effective communication with adults and children	A, I, R	
	Ability to follow instructions from colleagues and senior leaders	A, I,	
	Ability to deal with situations in line with the school’s policies	A, I,	
	Ability to build effective working relationships with colleagues	A, I,	
ATTITUDES & PERSONAL CHARACTERISTICS	Positive, enthusiastic, friendly, empathic, approachable	I, R	
	Committed, flexible, self-motivated, organised, resourceful	I, R	
	Able to maintain confidentiality at all times	A, I	
	Commitment to safeguarding, equality, diversity and inclusion	A, I	