

JOB DESCRIPTION			
Role	Temporary Lunchtime Supervisor		
Reports to	Senior Lunchtime Supervisor		
Accountable to	Senior Leadership Team		
Grade	1	SCP	3
Contract	Fixed term until 31 st August 2027. The duration of this role may be brought to an earlier end, subject to the operational needs of the school.		
General Purpose	• Strive for excellence. • 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. • Create a stimulating environment that encourages and supports social development. • Promote the highest standards of behaviour as the norm. • To act as a role model for all children.		
Purpose of role	• Ensure that there is a secure and welcoming facility to support, motivate and supervise pupils in eating their meal and playing activities. • Be responsible for the health, safety, conduct and well-being of all pupils. • Ensure the smooth running of the meal arrangements by anticipating and dealing with problems and promoting constructive play ideas with pupils.		
Specific Responsibilities	AT MEALTIMES: • Ensure that the meal arrangements comply with all school policies and provide a safe environment for pupils, including those with special educational needs. • Support pupils in meal arrangements, including teaching them how to hold knives and forks. • Ensure that pupils move through the school quietly and behave in an orderly way in the dining hall and the corridors. • Ensure that pupils who have special dietary needs or whose parents have requested a packed lunch, receive the correct meal. • 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. • Encourage pupils to be independent in clearing away after a meal. • Establish constructive relationships with pupils and interact with them according to their individual needs. • Promote the inclusion and acceptance of all pupils. DURING PLAYTIME: • Ensure that all pupils are dressed appropriately for the weather.		

	• Ensure that all school property (including toilets) are used sensibly and in line with school procedures. • Ensure that children are not in the school building when they should be outside. • Teach the children games and interact with them. • 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. • Ensure that everyone (adults and pupils) are treated with respect and that equality of opportunity is given to all. • To take reasonable precautions whilst in charge of pupils to see that they do nothing that is likely to injure themselves or others. WET PLAYTIMES: • Supervise a class while they play classroom games, draw or finish work. • Read stories or play games with the children. • 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. GENERAL: • To follow accident reporting procedures at all times and provide first aid where appropriate. • To adhere to all school policies and procedures, including the school's behaviour policy. • Ensure that pupils are always supervised and areas tidied up each day. Ensure the playground equipment is used and stored properly. • 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. COMMUNICATING WITH OTHERS: • To recognise and report on child protection issues in accordance with the school policy. • Be aware of school events by using Weduc, email and the staff whiteboard. • Communicate with the class teacher on matters arising at the end of lunchtimes, in line with school procedures.
Development	• Attend and participate in relevant meetings as required. Participate in training and other learning activities and performance development as required. • To keep abreast of recent legislation and developments relevant to the role. • To take part in any relevant staff meetings, as and when appropriate.
Other	• 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. • Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an

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	understanding of and a commitment to the Council's Equal Opportunities policies and to the standards of customer care. • 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. • 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.
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