

***Job Description***

**Duties & Responsibilities of Lunchtime Supervisors**

**Responsible to the Head Teacher**

The following job description outlines the duties and responsibilities of lunchtime supervisors at Hateley Heath Academy

***Hours***

1 hour 15 minutes each day

***Key Responsibilities*:**

* To make lunchtime a happy social time for all our pupils.
* Supervise children over lunchtime implementing lunchtime policy.
* To encourage children to eat their lunch and encourage good table manners.
* To assist in the preparation of dining areas prior to the lunch hour and in returning those areas for other agreed usage for school activity.
* To support, demonstrate and encourage children to play sensible games on the playground.
* To take out and bring in lunchtime equipment ensuring it is taken care of and stored appropriately.
* To ensure children follow school rules over lunchtime.
* To intervene if children are upset, quarrelling, listening to all children’s points of view and resolving problems in line with lunchtime policy and school behaviour policy.
* To seek support and take advice from the two Lunchtime Leads at any time to ensure school procedures are being carried out.
* To ensure a qualified first aider deals with any accidents over lunchtime that occur.
* To meet with other lunchtime supervisors regularly to discuss emerging issues with Head/ deputy and implement key actions from these meetings.
* To attend designated training and staff meetings.
* To be familiar with the Accident Book and Parental Consent Forms.
* To undertake such other duties which may reasonably be regarded as within the nature of the duties/responsibilities/grade of the post.

***General Conditions***

* This job description is subject to annual review. It will be signed if agreement is reached.
* If following review and amendment, agreement is not reached the appropriate procedures will be used for settling disputes.

***Signatures***

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**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Head Teacher**