



# Hill Avenue Academy

## Lunchtime Supervisor Job Description

Duties & Responsibilities

Responsible to Headteacher

The following job description outlines the duties and responsibilities of lunchtime supervisors at Hill Avenue Academy

### Hours

1 hour 30 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**

\_\_\_\_\_ **Midday supervisor**

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