

Job Title:	Lunchtime Supervisor	Reports To:	Deputy Head
Area:	Whole School	Direct Reports:	None

Core Purpose:

The post holder will be responsible for overseeing the conduct, welfare and safety of the children during the lunchtime period.

Main Duties and Responsibilities:

- To actively supervise the pupils in the dining room, playground and throughout the school premises during the lunchtime period
- Supporting pupils while they eat their lunch, cutting up food for pupils and making sure tables are clean and that water is available
- Ensure standards for healthy eating and table manners are maintained
- To maintain good relationships with pupils and other members of the lunchtime team
- To apply basic first aid to pupils as necessary
- To supervise pupils during fire drills in the lunchtime period
- Report accidents and complete accident form if necessary
- Ensure that school behaviour policies are implemented
- Support the work of other Lunchtime Assistants
- Support induction and training of new staff as required
- Respond to duty delegation as required
- Lead the children in the establishment of suitable playground games/activities
- Report inappropriate pupil behaviour and convey serious incidents to the appropriate person
- Maintain checks throughout the lunch break to ensure pupils are safe
- Follow advice given on action to be taken in cases of inclement weather
- To attend meetings as and when required
- To be aware of and comply with policies and procedures relating to child protection, safeguarding, welfare, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To ensure promotion and support of Equal Opportunities and Health and Safety
- To adhere to all other school policies as outlined in the Staff Handbook
- To carry out other duties commensurate with the grade and nature of the post

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SKILLS		Ess	Des	MOA	
Good interpersonal skills and ability to develop good working relationships with colleagues and families.		X		A/I	
Work constructively as part of a team and understanding the roles and responsibilities required.		X			
Ability to relate well to children and adults.		X		A/I	
KNOWLEDGE/QUALIFICATIONS		Ess	Des	MOA	
Understanding of the development of children			X	A/I	
Appropriate First Aid Qualification			X	A/I	
Actively participating in any training and development		X		A/I	
EXPERIENCE		Ess	Des	MOA	
Experience of working with a wide range of people			X	A/I	
Experience of working and being part of a team		X		A/I	
Experience of working with primary school age children			X	A/I	
BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS		Ess	Des	MOA	
To be punctual and have a good attendance record		X		I	
To show respect in regard to sensitive and confidential information		X		I	
To display a responsible and cooperative attitude in working towards the achievement of the School's aims and objectives.		X		I	
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.		X		A/I	
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies.		X		A/I	

Signed By: _____

Date _____

PostHolder: _____