

# Job Description

<b>Job Title:</b>	<b>Lunchtime Supervisor</b>
<b>Date last reviewed:</b>	<b>December 2024</b>
<b>Grade of post:</b>	<b>GRADE 2</b>
<b>Location:</b>	<b>Charlbury Primary School</b>
<b>Line Manager:</b>	<b>School Business Manager</b>
<b>Disclosure Level:</b>	<b>Enhanced DBS</b>

### **Job Purpose:**

To supervise the children at lunchtimes, ensure the smooth running of lunchtime meals and play activities across the school environment, to ensure the tables and benches are put away and the hall is clean.

### **Main Responsibilities:**

- The general principle that the children must be supervised at all times in a suitable manner must be adhered to, thus securing the safety, welfare and good conduct of the pupils.
- The Lunchtime Supervisors will follow a roster that places at least one supervisor with each class/group of children in each of the supervision areas.
- The role of the lunchtime supervisor is to supervise the children, supporting them with eating appropriately, ensuring drinks are provided and helping with the social skills of sharing lunchtime with peers. The clearing up of spillages, wiping of tables and support of children wiping trays etc. and the leaving of the dining areas in a clean and tidy condition are part of the duties.
- The lunchtime supervisor will clear the lunch hall, including wiping down tables and benches, stacking benches, putting tables away and sweeping the hall floor to an acceptable standard.
- When the weather is suitable, children will play outside as appropriate. Lunchtime Supervisors will be expected to be outside as required.
- In wet weather, there will be a requirement to supervise the children in classrooms. Supervisors in the canteen will attend classrooms as soon as possible to relieve mixed groups. Lunchtime supervisors should remain with their allocated classes until the teaching staff return to ensure continuity of supervision.
- All incidents dealt with should be reported to the appropriate person before the lunchtime supervisor leaves the school, unless very serious (verbal/physical aggression) when the appropriate person should be called immediately.
- In the case of an injury, the lunchtime supervisor should follow the schools procedures for managing situations of this kind.
- Lunchtime Supervisors will be required to engage with training as appropriate.

### **General responsibilities as part of the Trust**

- To support teaching and learning by providing high quality support as part of a committed and flexible team;
- At all times act in accordance with agreed local and national policies and procedures;
- Contribute to the overall ethos/work/aims of the River Learning Trust;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Carry out other duties as required from time to time by line manager;
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

*Charlbury Primary School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.*