

Job Description

Job title	Lunchtime Supervisor
Reports to	Lunchtime Co-ordinator/Deputy Head
Grade	Level 1
Hours	Monday – Friday 12:15-13:15 term time

Job Purpose

To ensure the security and care of the pupils in the dining hall and playground areas during the lunch time period and to promote their social development through support and play.

Principal Accountabilities

1. Main duties and responsibilities

- To supervise pupils during the lunch period in the Hall, playground and school premises ensuring the safety, welfare, physical and mental well-being of the pupils and the maintenance of good order and discipline.
- To report to the Lunchtime Co-ordinator/Deputy Head at the beginning of the lunch period and receive any instructions with regards to duties.
- To monitor the behaviour of pupils, discouraging in a positive way, any anti-social behaviour and reporting any incidents to the Lunch Co-ordinator/Deputy Head.
- To ensure the safety and well-being of the children, providing emotional support where necessary.
- To arrange and supervise appropriate activities under the direction of the Lunch Co-ordinator/Deputy Head.
- To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the School's agreed first aid procedures.

2. Dining Hall

- To ensure good behaviour and a calm atmosphere, dealing with any behaviour issues in accordance with the School's behaviour policies
- To encourage all pupils to eat but especially those with additional needs.
- To assist children with cutting up of food, pouring of water etc where necessary.
- To encourage social skills and good table manners, ensuring safety with cutlery.
- To clean up spillages of food and to organise clearing cutlery and crockery off tables.

3. Playground

- To ensure pupils are appropriately dress for the weather conditions.
- To encourage play and games and to ensure good behaviour.

4. School premises

- To supervise pupils on the school premises in the Hall, classrooms, through corridors etc when they are not allowed outside due to the weather.
- To ensure that, when classrooms are used during the lunch break, that the children are quietly occupied and that the classroom is left tidy ready for afternoon school.
- To check toilet areas regularly to ensure that they are being used appropriately.

5. Health and Safety Responsibilities

All employees will ensure that they;

- Take care of their own safety and that of others.
- Ensure that products, plant, equipment, vehicles and buildings are not damaged.
- Comply with health and safety procedures and instructions.
- Will not neglect, misuse, damage anything provided in the interest of health and safety.
- Assist by reporting to their Line Manager any hazard, accident, damage or defect in order that remedial action may be undertaken.
- Undergo any training or instruction to enable them to work competently and safely.

6. Other Duties

- To undertake additional duties as required, commensurate with the level of the job.
- To take part in any training appropriate to the role.
- To participate in the annual appraisal process.