

Job Description

Lunchtime Supervisor



Responsible to:

Headteacher, Deputy Headteacher, Lead Lunchtime Playworker and Lead Lunchtime Supervisor

Purpose of the Role:

To support the development of play opportunities during lunch time at Hagley Primary School.

To ensure the safety and welfare of all children while they are at play.

Term time only – with a 6 month probation period.

Key Responsibilities (indoor)

- To assist with the setting out of tables and chairs and clearing away after dinner
- To serve drinks to the children
- To direct and supervise children to and from the dining area;
- To supervise children whilst collecting food and eating;
- To supervise children in the classrooms where changes to the lunch arrangement are in place;
- To assist with teaching children how to use cutlery properly;
- To instil good manners and sociable behaviour in the dining hall and around the school, referring unacceptable behaviour to a senior member of staff;
- To liaise with other dinner supervisors to ensure that adequate supervision of all school areas is maintained at all times;
- To administer basic first aid and refer to a trained first aider where necessary;
- Ensure that all accidents are entered into the first aid book and issue 'head bump' letters and stickers when appropriate;
- To attend half termly meetings to discuss any issues that may arise from the job.

Safeguarding and Conduct

- Promote and safeguard the welfare of all children in line with the school's Safeguarding and Child Protection Policy.
- Report any concerns or disclosures regarding all pupils via MyConcern, on a paper form or in person as necessary.
- Adhere to the school's Health and Safety, Equal Opportunities and Code of Conduct policies

Other

- Perform any reasonable duties as requested by the Headteacher or Line Manager.

Confidentiality

You will be privy to confidential information and are expected to respect the privileged position you have regarding information of a sensitive nature, whether to do with children, colleagues or school business.

Hagley Primary School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment.