

# Harvington CE First & Nursery School



## Job Description Lunchtime Supervisor – Scale 1

### **Rationale**

In this school the development and education of pupils is enhanced by the quality of the lunch time staff. They provide not only care for pupils but also teach good manners and behaviour.

The role must be valued and respected. It forms an important part of the school team.

The Lead Lunchtime Supervisor is the immediate line manager.

### **Responsibilities**

1. To provide care and a safe environment for pupils during the lunch time period following safeguarding procedures.
2. To promote positive attitudes of behaviour by encouraging, supporting and praising pupils thus enhancing their self-esteem.
3. To engage the children in appropriate games and ensure play areas are resourced.
4. To encourage and refer to our six key values.
5. To support the Head and Deputy in the pastoral care of the children by highlighting difficulties if and when these occur.
6. To inform the designated or deputy designated safeguarding leads immediately if there are any safeguarding concerns.
7. To support the general ethos and code of conduct of the school ensuring that good order is maintained.
8. To ensure that the pupils eat their meal in a quiet, calm, pleasant environment and provide them with the necessary supervision and support.
9. To have due regard to the health and safety of the pupils and self, informing the safety officer should any hazards arise.
10. To be aware and follow the school policies of discipline, behaviour and dress.
11. To undertake ancillary duties as necessary (i.e. setting up and clearing away tables, cleaning tables and dining area).