

Job Description

Lunchtime Supervisor

Name of School: Lindridge St Lawrence CE VA Primary School

Job Title: Lunchtime Supervisor

Hours of Work: 11.30am – 1.30pm

Days of Work: Monday to Friday, Term Time Only

Responsible to: Head Teacher

Lindridge St Lawrence CE VA Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

This job description outlines the main duties and level of responsibility of the post. Job descriptions will be reviewed annually, in consultation with the Governing Body.

Job Purpose

To work as part of a team to assist Lindridge St Lawrence CE VA Primary in securing the safety and welfare of pupils during lunchtimes. This will involve effective supervision of pupils in and about the premises and site of the school. Principle duties include:

- Supervision and control of pupils in the dining hall
- Supervision and control of pupils on the playground and other areas of the school premises
- Associated ancillary and cleaning duties

Responsibilities, Duties and Tasks – Dining Hall:

- Setting out of the tables / chairs.
- Where appropriate, assist and supervise pupils with their general hygiene requirements
- Organising the dinner queue and the entrance and exit of pupils into and out of the dining hall.
- Ensuring good behaviour and a calm atmosphere at lunchtimes
- Dealing with any inappropriate behaviour that may occur by intervention or calling for assistance, reporting incidents to the Head Teacher or Teaching Staff according to the severity of the incident
- Directing pupils to seats, following seating arrangements, separating problem pupils where necessary
- Encouraging pupils to eat their lunch, particularly those with special needs or disabilities
- Being aware of pupils on special, cultural, or restricted diets for medical reasons, from information provided by the school
- Assisting pupils with cutting up food, pouring drinks etc where necessary
- Encouraging social skills and good table manners and ensure safe use of knives and forks
- Ensuring pupils clear away plates, cutlery, lunchboxes and leftover food in a satisfactory manner

- Cleaning up spillages of food / drink where such spillages are hazardous to pupils, staff or visitors
- Sharing responsibility with other lunchtime supervisors for cleaning the dining hall floor and putting away tables / chairs.

Responsibilities, Duties and Tasks – Playground and other areas of the school premises:

- Supervision of pupils' activities and behaviour, ensuring their safety and well-being and providing emotional support where necessary
- Preventing bullying, encouraging socialising, play etc.
- Discouraging dangerous activities or games and dealing with any unacceptable or challenging behaviour
- Ensuring children are wearing coats etc when the weather dictates
- Supervision of pupils inside school premises in the event of wet play etc.
- Dealing with any inappropriate behaviour that may occur by intervention or calling for assistance, reporting incidents to the Head Teacher or Teaching Staff according to the severity of the incident

Responsibilities, Duties and Tasks – Ancillary Duties

- Checking toilet areas regularly to ensure children are not loitering or playing in the toilets
- Ensuring that any pupils in need of first aid are sent to one of the designated first aiders