

GREENS NORTON C OF E PRIMARY SCHOOL

JOB DESCRIPTION - LUNCHTIME SUPERVISOR

Post Title: Lunchtime supervisor
Grade C: points 8-10

The role of a Lunchtime Supervisor will be to support the Headteacher and staff in the supervision and assistance of the children during the lunch break to ensure a positive environment is maintained.

Job Outline

Under the direction of the Headteacher and in accordance with the policies of the school and the Peterborough Diocese Education Trust, the Lunchtime Supervisor will be responsible for those duties described below.

The hours of duty are 1.5 hours per day for up to five days per week, term time only and at times determined by the mid-day break of the school.

General requirements

- To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils
- To ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy
- To respect confidentiality at all times
- To ensure that the school's safeguarding policy is understood and followed at all times
- To attend relevant training and meetings as required
- To act in accordance with any reasonable request made by the Headteacher

Specific Duties and Responsibilities

- To assist in the supervision of children during the mid-day break both inside and outside as required
- To ensure the safety, welfare and good conduct of the children during the mid-day break.
- To arrange dining furniture and clear away same ensuring that it is wiped clean and that the hall floor is swept and cleared of all spillages.
- To encourage children to eat well and have a balanced meal at lunchtime
- To promote and help create a relaxed and calm environment which promotes social interactions and good dining habits in the lunch hall.
- To supervise the departure from the hall in an orderly manner, ensuring children tidy away their things, put away lunch boxes, collect coats from cloakroom area etc. and then go outside to play.
- To supervise children during the remainder of the mid-day break either outdoors on the playgrounds and/or field when weather permits, or in classrooms on wet days.
- To organise and encourage games that engage children in safe, active and fun play resulting in happy and positive lunchtimes for all children
- To supervise and direct the Year 5 and 6 Sports crew in organising and leading games
- To assist children in resolving conflicts and differences of opinion
- To liaise with other members of staff with regards to behaviour and the specific needs of individual children
- To administer minor first aid and seek further assistance when necessary from one of the qualified First Aiders.
- Where necessary to assist children with personal hygiene issues

..... Lunchtime Supervisor

..... Headteacher

..... Date