

Lunchtime Supervisor Job Description & Person Specification



Guide,
Prepare,
Succeed

General:

- To be familiar with child protection procedures.
- To share in the corporate responsibility for the well-being of all the pupils.
- To fulfil standards of staff to the appropriate level which will contribute to decisions the school makes with regard to professional development and pay progression.
- Contribute to the overall ethos/work/aims of the school.
- The post holder must undertake their duties in a way that secures positive action in respect of both equal opportunities and multi-cultural approach.
- To be familiar with fire-drill procedures.

To whom responsible:

Supervisory assistants will generally report to the SLT/Headteacher.

Job Specification:

- Follow the school's Behaviour Policy and Guidelines and record unacceptable behaviour in the Lunchtime Behaviour Book.
- Supervise the children on the playground or in the classrooms on a wet day.
- Collect the children, assist as necessary in washing and toileting and supervise them into the hall, lining up at the counter, collecting their food and at the tables.
- Teach the children table manners, including how to lay cutlery on the tables and encourage them to eat sufficient food.
- Keep the dining room safe at all times by wiping or sweeping liquids or food that fall on the tables or the floor.
- To be a qualified first aider (training provided if needed) and be responsible for dealing with lunchtime first aid incidents, completing relevant accident books and notifying staff.
- Line the children up in their classes on the playground when the bell goes, or return them to their classrooms on a wet day.
- Undertake other such duties as may be required commensurate with the level of the post.