



JOB DESCRIPTION

Job Title:	Lunchtime Supervisor
Reporting To:	Headteacher / Deputy Headteacher / SLT / Business Manager (Line Manager)
Pay Scale:	Grade 16

All staff have the responsibility to safeguard and promote the welfare of children.

Job Purpose:

To ensure the supervision, safety and welfare of pupils during the mid-day break; in the dining areas, playground, circulation areas and classrooms.

Principal Responsibilities:

- To be on duty in the area allocated and the time allocated
- To supervise pupils to ensure good behaviour in and around school
- To report to the appropriate class teacher or to the Headteacher any incidents:
 - Where pupils have acted in a manner deemed to be a danger to themselves and others
 - Where pupils have acted in an inconsiderate or discourteous manner
 - Where pupils have disobeyed the rules
- To ensure that pupils wash their hands before they eat
- To supervise pupils in the dining hall
- Help younger pupils at the server counter, with the proper use of cutlery and help them cut up their food when necessary
- To attend to any spillages on floors and table tops utilising equipment provided
- Assist with the clearing of plates, cutlery, beakers and the orderly stacking and clearing of dirty plates
- Supervise and assist pupils with packed lunches and ensure clearance of waste
- To supervise pupils in allocated areas during inclement weather
- To devise and initiate constructive play opportunities for children when required
- To ensure that children remain within a safe environment and that they play safely
- If appropriate First Aid training has been undertaken, to attend to minor accidents sustained during the midday break and to report any accidents following the Academy procedures. To request assistance from a qualified First Aider if necessary
- To attend to any pupil who becomes ill during the midday break and to seek appropriate assistance if necessary

- To set up the tables and chairs in the dining hall before lunch and to clear this furniture away after the lunch break, if required.
- To ensure the hall floor is swept at the end of the midday break, if required.
- To liaise effectively and professionally with staff, teachers and parents, as required
- To ensure The Academy's policy on Safeguarding Children is adhered to.
- To adhere to all school policies and procedures that affect you and your duties (eg, fire, accident reporting, no smoking etc)
- To report to the Office any health or safety concerns
- To refer any queries by parents about pupils to the appropriate class teacher or to the Headteacher
- To attend training as required.
- Other duties as may reasonably be allocated by the Headteacher

Person Specification

- Good communication skills
- Patience, initiative and the ability to operate within a team environment
- Calm
- Empathetic, resourceful and tolerant

Post Holder Name:

Post Holder Signature:

Date: