

## JOB DESCRIPTION

KING INA



CHURCH OF ENGLAND ACADEMY

**Job Title:** Lunchtime Supervisor/Play Worker  
**Reporting to:** Headteacher/Deputy Headteacher/Senior Leadership Team/Business Manager (Line Manager)  
**Pay Scale:** Grade 16

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### 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 (e.g., 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.
- **All staff have the responsibility to safeguard and promote the welfare of children.**

**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: .....