

Walmley Infant School

Walmley Ash Road

Sutton Coldfield

B76 1JB

Telephone: 0121 351 1355

Website: www.walmleyinfantschool.co.uk

Email: enquiry@walmleyinfant.org

Head Teacher: Mrs H Murphy



Job Description – Lunchtime Supervisor

Job Purpose

Supervisory assistants are engaged on a part time basis to undertake supervision of pupils during the school's lunchtime break. The extent of the supervision to be exercised includes the washing of hands, entry of pupils into dining room, general help during the service of the meals, assisting young pupils in cutting up food, general training in table manners and providing close supervision in the playground or classroom. Supervisory assistants are responsible to the Senior Supervisory Assistant for the satisfactory performance of their duties. Normal hours of duty are 12 noon to 1.15 p.m. daily during the duration of the school term.

Your duties are to:

- Follow guidelines laid down in the Relationships for Learning (Behaviour) Policy
- Ensure that all children in your care are present when required
- Supervise children coming into the hall and while they are waiting for their lunch
- Remind the children of the need to speak quietly and stay in their seats throughout the meal
- Assist pupils with proper use of cutlery and cutting up food when necessary
- Mop up spillages as they occur in dining rooms
- Encourage good table manners
- Supervise the children leaving the hall

In the playground, you are required to:

- Undertake the organisation of specific outside activities/games during the lunchtime break on a regular basis
- Be vigilant, always prevent rough or dangerous play
- Patrol designated areas of the playground at regular intervals
- Remind children of the safe places to play
- Supervise toilet areas
- Treat minor injuries
- Encourage children to play co-operatively
- Ensure that the children are occupied in interesting activities during wet playtime sessions.

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Injuries

Treat children according to the First Aid Policy. Follow school procedures to record all injuries.

At the end of the dinner session ensure all children have come inside and are back with their class teachers.

N.B. You are expected to carry out your duties throughout the term, unless prevented by illness. Holidays must be taken during school holiday time.

This job description will be reviewed regularly in accordance with the needs of the school and its pupils. In addition, it may be reviewed at any time after consultation with you.

