



Headteacher: Penny McCarthy

[office.3127@standlake.oxon.sch.uk](mailto:office.3127@standlake.oxon.sch.uk)

## **Job Description** **Lunchtime Supervisor**

### **Purpose of the Post**

To supervise EYFS children in nursery and reception ( sometimes this may be KS1 and KS2 children when needed) during lunchtime, ensuring their safety, promoting good table manners and hygiene whilst also ensuring the smooth running of mealtimes and play activities.

### **Expectations**

Act at all times within the school ethos and promote the Christian values of Standlake CE Primary School.

Be aware of and implement appropriate school policies as agreed by the governors, in particular: Safeguarding, Health & Safety and Behaviour.

Promote the use of supportive language by working with children to create and use affirmative language of success, possibility and hope.

Be a role model for all pupils in behaviour, dress and communication.

Support and contribute to safeguarding and promoting the welfare of children, following our Safeguarding and the School Code of Conduct.

Maintain confidentiality at all times and observe data protection and associated guidelines where appropriate.

### **Duties and Responsibilities**

- To make the necessary preparations for play e.g. setting up the resources/space, preparing play activities and so forth appropriate for the age and abilities of the children.
- To treat all children with respect, trust, kindness and honesty.
- Use supportive language and avoid confrontation wherever possible.
- Promote the social and emotional development of children.
- To deal appropriately with the management of children's behaviour within our Behaviour Policy.
- To develop a varied programme of activities as part of the lunchtime play.
- To organise and oversee the operation of the lunchtime play.
- To ensure that appropriate play equipment is available for children to play with each lunch time and ensure it is used appropriately, and packed away properly to keep it in good condition.
- To supervise children whilst eating to ensure safety.
- To promote good table manners.
- To liaise with other staff to ensure the smooth running of lunchtimes.
- To suggest recommendations to the Leadership Team on the improvements and development of the lunchtime play.
- To ensure that all equipment and areas are available, usable and safe.
- To organise 'wet' lunchtime activities in the classrooms.



# Standlake CE Primary School

Standlake, Oxfordshire, OX29 7SQ

[www.standlake.co.uk](http://www.standlake.co.uk)

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- To work with all children responding to their individual needs and differing abilities to ensure their success.
- To teach through modelling and discussion, mediation strategies and support children to solve minor issues.
- To understand the varying needs of the children - physical, medical and emotional.
- To refer children to trained staff to receive first aid at an appropriate level.
- To take appropriate action in emergencies and summon assistance as required.
- Liaise with other team members in a professional manner, including professionals from outside agencies
- If approached by parent or carer with concern, refer them to the class teacher or member of the Senior Leadership Team.
- Take record of any concerns over safeguarding and report in line with relevant policy and guidelines.
- Review and develop own professional practice.
- Attend meetings and training to improve skills and knowledge
- Carry out any other duties that may reasonably be regarded as within the nature of the duties, responsibilities and grade of this post.
- Oversee children eating their lunch in the hall and uphold school's behaviour expectations for all pupils.

## Terms of work

Term time: Monday to Friday, 11.45 – 1:00 each day