



# The Aylesbury Vale Academy

RESPECT | ASPIRATION | RESILIENCE

## LUNCHTIME SUPERVISOR Primary Phase



**Chair of Governors: Mrs C James**

**Principal: Mr G Gibson**

## **JOB PURPOSE**

To assist in the supervision of children in the dining area, playground and in the communal areas. To ensure the routine, welfare and safety of children during academy lunch breaks.

To follow the Academy's Safeguarding policy and procedures and ensure the wellbeing of all students in their care is their highest priority.

## **OVERALL AIM**

To ensure the safeguarding of our children and to ensure that they are able to eat and play safely within the routines in place during lunch break, to support where necessary or where the safety of a child may be at risk.

## **KEY DUTIES**

To supervise the food service of children in the dining areas and the social times in outside areas and classrooms (when required), from the start of the lunch break until lessons recommence.

To ensure safe behaviour and conduct in the dining room and outside areas.

Interact confidently with children, support them with eating and assert authority when required.

To provide general support and assistance to children and liaise with the Office Manager or Teacher on duty, if there are any concerns.

If a child's behaviour/conduct is causing concern, to intervene. Where necessary, the student should be referred to the class teacher or phase leader.

In the event of an accident, follow the first aid rules, remain with the child and immediately arrange for support or help from other staff. Ensure the accident is recorded.

Report any incident that has given cause for concern to the P/A Office Manager.