

	<b>Central Cooperative Learning Trust</b>		
<b>Post Title:</b> <b>Post Title:</b> <b>Lunchtime Supervisor</b>	<b>Grade</b>	<b>JE Pts</b>	<b>Date</b>
	Grade 1	274 NJC	Created by SCC April 2008  Reviewed by CCLT Apr  2025

## Statement of Purpose

To work under the direction and instruction of senior staff to provide the care of the children during the school lunch break.

## Supervision of Pupils

- Where the children dine away from the school, escorting them to and from the school dining room.
- Supervision of children before, during and after the meal, including the supervising of children to deposit leftover food from plates into receptacles provided.
- Supervision of children bringing sandwiches to oversee that the debris left by children with packed lunches is removed / cleaned.
- Summoning help, where necessary, in case of injury or illness and providing basic first aid for minor injuries.

## Support to the Pupils

- Assisting the children with their table manners and use of cutlery, and assisting with the cutting of
- meat etc for smaller children.
- Patrolling the playground and 'out of bounds' areas regularly
- Organising games and activities

## Resources

- Responsibility for ensuring that the dining room equipment is hygienically maintained.
- Setting up and clearing away dining room equipment such as chairs and tables.
- Help to maintain a safe working environment for pupils and staff by continuously monitoring dining and general circulation areas for food/drink spillages and taking prompt and effective action to deal with any such hazards in accordance with local procedures.

## Support to the School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or

Adapted from SCC Job Profile Lunchtime Supervisor (with setting up)

come into contact with.

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.