

Lunchtime Supervisor



# Job Description

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**Job Title:** Lunchtime Supervisor

**Responsible to:** Headteacher, Deputy Headteacher

### Main Tasks

The duties of a Supervisory Assistant involve the safe supervision of pupils during the lunch period and would normally include the following:

1. Supervising toilet visits from the Dining Hall and playground.
2. Control of the dinner queue, safe sitting and eating.
3. Supervising pupils when eating meals and assisting pupils with cutting food, opening packets etc.
4. Ensuring crockery, cutlery, trays, leftovers and refuse are returned by the pupils to the relevant collection and disposal points.
5. Dealing with any accidents, spillages [including all body fluids types] ensuring that these do not cause a safety hazard to pupils or other staff.
6. Controlling behaviour of pupils in the playground and indoors when the weather is inclement, as directed by the Senior Supervisor.
7. Keeping pupils out of School buildings when they should be outside.
8. Checking that groups of pupils do not access or congregate in places that they should not.
9. Reporting serious misdemeanours to the Senior Supervisor, Deputy Head, Assistant Head or Head Teacher.
10. Undertaking first aid training and completing minor first aid duties.
11. Undertaking any other appropriate training appropriate with the post of Lunchtime Supervisor.
12. To Be aware of Health and Safety regulations and Fire Safety procedures attending training as appropriate

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13. To uphold the school's behaviour policy, by actively encouraging positive play and good behaviour.

14. Any other related duty, as directed by your Senior Supervisor and Line Manager.

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Outstanding  
pupil experience

Excellence  
in education

Impactful  
teaching

Effective  
partnerships