



**MANOR MULTI ACADEMY TRUST**  
**Job Description: Lunchtime Supervisor**  
**Hateley Heath Academy (MMAT)**



**Duties & Responsibilities of Lunchtime Supervisor**

We expect our Lunchtime Supervisor at Manor MAT to uphold our core values of **Integrity; Ambition, Collaboration and Inclusion**; act with honesty; keep their knowledge and skills as an Lunchtime Supervisor up-to-date and are self-critical; forge positive professional relationships; and work with everyone concerned in the best interests of the pupils.

**Core Purpose**

The core purpose of a Lunchtime Supervisor at a Manor MAT School is to make lunchtime a happy social time for all our pupils

**Key Responsibilities**

- Supervise children over lunchtime implementing lunchtime policy.
- To encourage children to eat their lunch and encourage good table manners.
- To assist in the preparation of dining areas prior to the lunch hour and in returning those areas for other agreed usage for school activity.
- To support, demonstrate and encourage children to play sensible games on the playground.
- To take out and bring in lunchtime equipment ensuring it is taken care of and stored appropriately.
- To ensure children follow school rules over lunchtime.
- To intervene if children are upset, quarrelling, listening to all children's points of view and resolving problems in line with lunchtime policy and school behaviour policy.
- To seek support and take advice from the two Lunchtime Leads at any time to ensure school procedures are being carried out.
- To ensure a qualified first aider deals with any accidents over lunchtime that occur.
- To meet with other lunchtime supervisors regularly to discuss emerging issues with Head/ deputy and implement key actions from these meetings.
- To attend designated training and staff meetings.
- To be familiar with the Accident Book and Parental Consent Forms.
- To undertake such other duties which may reasonably be regarded as within the nature of the duties/responsibilities/grade of the post.

**General Conditions**

This job description is subject to annual review. It may be amended only after full consultation with the Lunchtime Supervisor concerned. It will be signed if agreement is reached.

If following review and amendment, agreement is not reached the appropriate procedures should be used for settling disputes.

Signatures

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Lunchtime Supervisor

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Headteacher

## Person specification

CRITERIA	QUALITIES	ESSENTIAL	DESIREABLE
<b>Qualifications</b>	Basic competency in Maths and English	✓	
<b>Experience</b>	Knowledge and understanding of primary aged children	✓	
	Experience of supervising children as a carer or parent of young children		✓
<b>Skills</b>	Empathy with young children's needs	✓	
	Ability to treat children sensitively and fairly	✓	
	To work as part of a group and individually	✓	
	To inspire trust and confidence in children	✓	
	To encourage high standards of pupil behaviour at all times	✓	
	Good interpersonal and communication skills	✓	
	Good team worker		✓