



## ST JAMES INFANT SCHOOL

### LUNCHTIME SUPERVISOR

#### JOB DESCRIPTION

**Job Title:** Lunchtime Supervisor

**Responsible to:** The Head teacher

#### **Job Purpose:**

- Under the direction of the Head teacher, to be responsible for ensuring the safety, welfare and good conduct of pupils during the lunchtime break.
- To establish positive relationships with pupils and adults.

#### **Duties:**

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time, without changing the level of responsibility associated with the post.

#### **Principle Responsibilities:** The Lunchtime Supervisor will:

- Maintain order and the safe transfer of pupils to and from the dining area.
- Positively encourage good behaviour, table manners and hygiene.
- Assist younger pupils where necessary whilst they are taking a meal.
- Actively supervise the dining room procedures:-
  - Assisting with the carrying of meals to the table
  - Assisting with the service at the table
  - Training children in the correct use of cutlery
  - Clearing table equipment and assisting the children to do so
  - Wiping tables
  - Cleaning up food and water spillages on tables and floors
- To report to the Head teacher in the case of absence due to illness.
- To administer first-aid in the case of a minor accident - acting upon the advice of the registered first-aider. Record accidents in the first-aid record and report serious accidents to the Head teacher.
- Be responsible for organising play activities in the playground or indoors if a wet playtime.
- To liaise with the Head teacher and teaching staff when dealing with problems arising from pupil behaviour and any other matters of concern.
- To contribute as a member of a team to the ethos and environment of the school.
- To adhere to the need for confidentiality at all times.
- To perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

**Other Duties: The Lunchtime Supervisor will:**

- Maintain the positive ethos and core values of the school, both inside and outside, acting as a role model and setting high expectations.
- Establish good relationships with children and colleagues.
- Participate in training and other learning activities as required.
- Attend and participate in relevant meetings, as required.
- Provide positive and supportive feedback to pupils, motivating and encouraging pupils.
- To set a good example in terms of dress, punctuality and attendance.
- Be aware and comply with policies and procedures relating to child protection, equal opportunities, health and safety, confidentiality and data protection.

**Agreement**

It is expected that the job description will be reviewed as part of our Appraisal process and may be amended by mutual agreement between the post holder and the Head teacher.

Signed \_\_\_\_\_ (Lunchtime Supervisor)

Signed \_\_\_\_\_ (Head teacher)

Date \_\_\_\_\_