

## **Role Description**

### **Lunchtime Supervisor**

#### **Role Purpose:**

Responsible for ensuring the children's lunchtime breaks are well supervised and that the children in our care are happy and safe. Responsible for supporting children during mealtimes.

Operating as an excellent role model and meeting the standards expected to deliver our high-quality childcare.

**Responsible to:** Principal

#### **Responsibilities:**

- Promoting a happy, caring atmosphere as part of the school team.
- Supervising the children whilst they eat their lunch, encouraging them to eat in an acceptable manner and helping them in any way necessary.
- Supervising the children's orderly departure from the dining room.
- Provide supervision of the children after lunch and during the remainder of the lunch break, either on the playground or on the school premises
- Ensure all children are happy and engaged, working proactively with the children to enhance their play experience.
- Ensure the safety and wellbeing of the children, administering first aid and providing medical support when necessary. Reporting 'unwell' children where appropriate to the class teacher or Principal.
- Deal with accidents that befall children e.g. clearing up after sickness and diarrhoea
- Provide the children with guidance and support during 'play' time.
- Support with the set up and clearing away of the dining room furniture, cleaning the dining room so it is ready to use for other purposes.
- Monitor the use of playtime equipment, reporting any concerns or faults to the Site Supervisor or Principal.
- Build positive relationships with the children and their parents and carers
- Support with the set up and clearing away at the end of breakfast and afterschool club, leaving the room clear and clean for other purposes.
- Deputise for the Wraparound Childcare Club Manager when necessary and only when asked by the Principal.

#### **Training & Development**

- Participate in training and other learning activities and performance development as required.
- To actively engage in training sessions, to secure own professional development.
- Participate in all training as required to deliver the responsibilities of the role, including first aid, diabetes and EpiPen training.
- Attend and participate in relevant meetings as required

### **Families & Safeguarding**

- Committed to working with the staff team to ensure the highest levels of safeguarding are upheld at all times.
- To report any safeguarding concerns to the Senior Designated Person in line with the school's safeguarding policies.
- To adhere to all safeguarding policies, practices and expectations including online safety.

### **Professional Conduct**

- To uphold and model the Preston Hedges Trust values of Ambition, Drive, Excellence and One Team at all times.
- To model respectful and positive behaviours, building professional relationships with staff, children and families.