



The Forest C E Federation
Job Description
Lunchtime Supervisor
Job Ref: 1024

JOB TITLE: Lunchtime Supervisor

RESPONSIBLE TO: Assistant Headteacher & Executive Headteacher

PURPOSE OF THE JOB: To ensure the security, safety and well-being, and care of the pupils of the school and to promote their social, emotional and physical development during the lunch time period.

MAIN DUTIES AND RESPONSIBILITIES:

1. To supervise pupils, during the lunch time period, in dining hall, classroom, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.
2. To report to the Assistant Headteacher at the beginning of the lunch period and receive any instructions with regard to duties.
3. To monitor the behaviour of pupils discouraging in a positive way any anti-social behaviour and reporting any incidents as appropriate.
4. To ensure the safety and well-being of children, providing emotional support where necessary.
5. To arrange and supervise appropriate play and physical activities.
6. To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.
7. To ensure that all safeguarding procedures are correctly followed at all times.
8. To remain confidential at all times and not discuss children outside of school.

DINING:

1. Before pupils start lunch ensure all pupils have visited the toilet and washed their hands.
2. To organise dinner queue and ensure calm and orderly entrance of pupils into dining space and from dining space into playground:
 - Promoting and ensuring good behaviour and a calm atmosphere
 - Dealing with any misbehaviour that may occur in accordance with the school's behaviour policy.
 - Addressing issues calmly and politely and in doing so being a role model to the children

- Report, as appropriate, incidents to a member of teaching staff.
3. To encourage all pupils to eat but especially those with special needs or disabilities, and to assist children with cutting up food, opening tins, pouring water etc. where appropriate to e.g. age of child, needs of child, as necessary.
 4. To encourage social skills and good table manners, ensuring safety with knives and forks.
 5. To clean up spillages of food and to organise clearing of tables.

PLAYGROUND

1. Where appropriate, to ensure children are adequately dressed for the weather conditions.
2. To supervise and control entrance and exit by pupils during the lunch break and ensure calm orderly conduct in accordance with the school's high expectations.
3. To ensure the safety and well-being of pupils at all times.
4. To organise and supervise lunch time games.

SCHOOL PREMISES

1. To supervise pupils and promote good behaviour on the school premises in the hall and classrooms during lunchtimes and in addition where children are inside because of inclement weather.
2. To ensure that, when classrooms are used during the lunch break because of inclement weather that the children are occupied and that the classroom is left tidy, ready for afternoon school.
3. To check toilet areas regularly to ensure they are being used appropriately. To report any problems to a member of teaching staff.

GENERAL

1. To take part in any training appropriate to the job of lunchtime supervisor.
2. To take part in any appraisal arrangement made by the school.
3. To undertake any other duties consistent with the purpose of the job.

Signed..... Date.....