



## Job Description-Lunchtime Supervisor

### Statement of Purpose

To work under the direction and instruction of senior staff, to provide the care of the children during school lunch break.

### Particular Duties & Responsibilities

- ✚ Escorting children to and from the school dining hall(s)
- ✚ Supervision of children before, during and after the meal, including the supervising of children to deposit leftover food from plates into receptacles provided.
- ✚ Supervision of children bringing sandwiches – to oversee that the debris left by children with packed lunches is removed/cleaned.
- ✚ Summoning help, where necessary, in case of injury or illness and providing basic first aid for minor injuries.
- ✚ Assisting children with their table manners and use of cutlery, and assisting with the cutting of meat etc. for smaller children.
- ✚ Patrolling the playground and 'out of bounds' areas regularly.
- ✚ Organising games and activities.

### Resources

- ✚ Responsibility for ensuring that the dining room equipment is hygienically maintained.
- ✚ Help to maintain a safe working environment for pupils and staff by continuously monitoring dining and general circulation areas for food/drink spillages and taking prompt and effective action to deal with any such hazards in accordance with local procedures.

### Support to School (this list is not exhaustive and should reflect the ethos of the school)

- ✚ Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- ✚ Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- ✚ Be aware of, support and ensure equal opportunities for all.
- ✚ Contribute to the overall ethos/work/aims of the school.
- ✚ Appreciate and support the role of other professionals.
- ✚ Participate in training and other learning activities and performance development as required.

### Responsible to:

The Head Teacher and Senior Lunchtime Supervisor

### Amendment of Job Description

The particular duties/responsibilities listed may be reviewed from time to time at the request of the Head Teacher or post holder as circumstances make necessary.

They may be amended only after reasonable consultation. In the exceptional situation of mutual agreement not being achieved, the individual teacher or Head Teacher will be able to pursue the matter in accordance with the school's grievance procedure.