

Lunchtime Supervisor

JOB DESCRIPTION

1. **POST:** Lunchtime Supervisor Grade 2
2. **SCHOOL:** Uley C of E Primary School
3. **RESPONSIBLE TO:** The Head Teacher
5. **HOURS:** 12.05am to 1.25pm Monday to Friday
6. **JOB PURPOSE:** Responsible for the direct supervision, play, safety and welfare of pupils on school premises during the lunchtime period.
7. **MAIN DUTIES AND RESPONSIBILITIES:**
 - a) The supervision of the children in the dining area.
 - b) To encourage good eating habits and acceptable table behaviour while eating lunch.
 - c) To bring to the attention of the Head Teacher / Class Teachers any particular problems or concerns with regard to any individual pupil's eating habits or behaviour.
 - d) Clearing up 'spills' in the classroom areas in order to maintain a safe environment for the pupils.
 - e) To wipe tables and benches before and after lunch and maintain a good level of cleanliness of the floor.
 - f) Assisting generally during the eating of the meal; encouraging good manners, cleanliness and appropriate use of cutlery.
 - g) Ensuring that children staying at school for the lunchtime period do not leave the school premises without the permission of the Head Teacher.
 - h) To plan and provide lunchtime play opportunities.
 - i) Engage children in purposeful play and fitness activities.
 - j) Teach play skills and specific games and activities.
 - k) Help support children with their personal, social and emotional development needs.
 - l) Monitor the behaviour of children at all times in conjunction with the school's behaviour policy. Refer to a senior member of staff where necessary.

- m) To be aware of and ensure that the school's behavior and anti-bullying policies are followed.
- n) To plan and organise wet time play activities to satisfactory supervision of children.
- o) To meet with Head Teacher to review lunchtimes.
- p) To participate in development and training opportunities.
- q) Contribute to the overall ethos, aims and work of the school.
- r) Retain the confidentiality of all aspects of school life.

8. PRINCIPAL CONTACTS:

School children, Head Teacher, Teachers and Support Staff.

This job description sets out the main duties of the post at the date shown below. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.