

Job Description for Lunchtime Supervisor

Name of Staff Member:	Starting Date:
Title of Post: Lunchtime Supervisor JEID REF: C0001	Status of Post:
Salary Grade: POST LEVEL: Band B1-2	Review Date:
Person to whom Lunchtime Supervisor is responsible: Associate Headteacher/Senior Lunchtime Supervisor	

This job description forms the basic structure of the school's job descriptions. It may be amended at any time, following consultation between the Headteacher and member of staff. Under the direction of the Headteacher, the duties of a Lunchtime supervisor will be, in general, to be responsible for the supervision of pupils who remain on the premises during the lunchtime break.

(Note: These are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.)

BROAD DESCRIPTION:

- Supervise and ensure the safety and well-being of pupils during the lunchtime period.
- Work under the general direction of the Senior LTS or other designated person in charge

Responsibility for others: The post has some impact on the well-being of individuals or groups (ie physical, mental, social, health and safety).

Responsibility for staff: The post has limited (or no) direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

Responsibility for budget: The post has limited (or no) direct responsibility for financial resources other than occasionally handling small amounts of cash, processing cheques, invoices etc.

Responsibility for physical resources: The post has limited (or no) direct responsibility for physical resources, other than the handling and careful use of equipment.

TYPICAL TASKS

- Supervise toileting and washroom activity
- Escort children to and from dining room and to playgrounds
- Supervise collection of meals and assist with use of cutlery
- Assist pupils when returning used plates, trays, cutlery, glasses/beakers and clearing tables
- Supervise pupils eating food brought from home and ensure packed lunch equipment is cleared away
- Supervise classroom and outside activities, encouraging inclusion
- Ensure orderly return to classrooms and travelling through school
- Attend to minor accidents or to pupils who become ill
- Report to SLTS if accident occurs or if pupil falls ill
- Monitor pupil behaviour, intervening as necessary in accordance with behaviour policy
- Report to SLTS any breaches of school rules
- Liase with class teachers informing them of any lunchtime issues
- Contribute actively and organise lunchtime 'game activities'

QUALIFICATIONS / TRAINING AND LIKELY ABILITIES

- Literacy skills to be able to understand school policies and complete accident forms
- Be able to understand, comply and work within policies: eg. school behaviour policy, child protection policy, health and safety, confidentiality and other school rules
- Be aware of cultural differences
- Attend on going professional development opportunities as these occur

Pupils having a school meal:

- to see that pupils wash their hands and attend to toilet requirements before and after lunch;
- to escort pupils to and from the dining room as necessary;
- to ensure that pupils having a lunch are in the dining room at the required times;
- to assist pupils at the servery and with the proper use of cutlery where appropriate;
- to assist pupils when returning plates, etc and clearing tables when lunch is completed.

Pupils eating their own food:

- to see that pupils wash their hands and attend to toilet requirements before and after lunch;
- to escort pupils to and from the dining room as necessary;
- to supervise pupils eating food brought from home, ensuring that there is no sharing of food (H&S), and that lunchboxes are not put onto the tables (H&S);
- ensuring that packed lunch equipment is cleared afterwards.

In the school or outside:

- to be in charge of groups of children outside or inside;
- to attend to minor accidents sustained during the midday break;
- to attend to any pupil who becomes ill during the midday break;
- to complete and maintain minor accidents forms;
- to liaise with the school office about the recording of all accidents in the appropriate place;
- to deal with breaches of the school rules according to school policy;
- to organise appropriate play activities to interest the children and to focus them on appropriate play; including organising senior pupils to help with this under the direction of a senior teacher.

Key Issues:

- All supervisors should agree on their daily roles.
- All supervisors should be focused on prevention of disruption through encouragement to play.
- On dry days, there must always be at least one supervisors per playground even with the minimum number of children. On wet days there should be a minimum of 1 supervisor for every two classes. Senior pupils can be used to augment this, but not replace it.
- Be aware of medical and pastoral needs of all pupils by regularly reading the Confidential Personal and Medical Information booklets held in the school office.
- Maintain a good understanding of 'Safe Guarding' requirements.
- Be aware and regularly update reading of risk assessments and school policies
- Report all concerns to a senior teacher, Headteacher or Senior Lunchtime Supervisor

Lunchtime Supervisor	(signature)	Date:
Headteacher	(signature)	Date: