

## **Job Description for Lunchtime Supervisor**

The role of the lunchtime supervisor will be to support the Headteacher, the school staff and Governors and to promote the philosophy of the school.

- Hours of duty 12:00pm-1:30pm daily - please arrive at school in time to prepare for duty.
- To be available for work for 38 weeks in any school year, 7 hours 30 minutes weekly.

Lunchtime Supervisors at Headlands Primary school work in a team with teaching staff and teaching assistants. The team have an agreed routine to ensure that they cover all the responsibilities outlined below.

### **Responsibilities**

- Where appropriate collect the children from their classroom or the playground, check that their hands are washed and supervise them going into the hall and sitting down in an orderly fashion.
- Lunchtime is a social time and children should be allowed to talk quietly with their friends.
- Ensure that the tables are kept clean, and help the children with flask tops etc.
- Encourage the children to eat their lunches, and try to ensure that their table manners are appropriate. The children should never be forced to eat everything. (For children who refuse to eat items of food in their lunchbox, complete the. All uneaten food should be sent back home in the child's lunchbox and not thrown away.
- The school also provides a hot meal service. Children are encouraged to eat their meal and Lunchtime staff monitor and report any concerns if children are consistently not eating their hot meal.
- Supervise the children who are on the playground, lead and encourage playground games. Check that children are not in classrooms unsupervised. Be aware of the movement of children in and out of the school. Children who have permission to stay in the building at lunchtime should be challenged and, if necessary, confirm this with a member of staff. Children staying in at lunchtime should not go unsupervised.
- Support the welfare of the children by helping with fastening coats, putting on wellies etc.
- Challenge visitors and unauthorised persons who may enter the school grounds and ask for identification and the purpose of the visit.
- If an injury or accident of a serious nature occurs there will always be a member of the teaching staff, and qualified first aid person, in the building to assist and help take decisions about what action to take. There are a number of members of staff with First Aid qualifications.
- To be aware of the school behaviour policy and to operate agreed rewards and sanctions in line with the policy. This includes providing information for all staff through the use of the 'Lunchtime Book' if this is relevant (situated in the staffroom).
- To be aware of the school Racial Equality Policy and deal with incidents in line with the policy.
- There is a designated senior member of staff on call each lunchtime to deal with any significant incidents, if necessary.