

JOB DESCRIPTION – LUNCHTIME SUPERVISOR

Summary of the job

As an important and valued member of the school's support staff, integral to the smooth running of the lunchtime period, and contributing to the Cherry Trees' ethos, the lunchtime supervisor is required to:

1. Act as a responsible member of a conscientious team, fulfilling responsibilities efficiently and effectively.
2. Maintain a welcoming, courteous approach when dealing with children, parents, governors, fellow members of staff and other visitors, treating everyone equally and fairly.
3. Maintain strict confidentiality, given the close contact with children and other members of the school's staff.
4. Be aware of, understand 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.
5. Be able to access and deal with incidents in an efficient and effective manner, bringing those that require it to the attention of a first aider if an accident or illness.

With regard to all mealtimes the Lunchtime Supervisor is expected to:

- (a) Work closely with the Senior Deputy Head teacher and staff of the assigned class to ensure the lunchtime routines run as smoothly as possible.
- (b) Establish a working routine whereby there is a staggered, orderly movement of groups of children to/out from the toilet areas and through the school building.
- (c) Ensure there is quiet, orderly behaviour from the pupils and that the children eat sensibly, displaying good table manners throughout.
- (d) Offer assistance to the children during the mealtime, as required.

Arrangement during the remainder of the lunchtime period

If outside then the Lunchtime Supervisor is expected to:

- (a) See that the children remain in their respective groups within the designated play areas, unless for a recognised purpose.
- (b) Ensure there is acceptable behaviour from the children at all times and, where not, apply agreed sanctions, as outlined in the school's 'Behaviour Policy' or with assistance of the Senior Deputy Head Teacher.

When it is indoor play then the Lunchtime Supervisor is expected to:

- (a) Be responsible for their class.
- (b) Ensure that the children have suitable, quiet activities to occupy themselves within the classroom.

- (c) Restore the area used to an acceptable level of tidiness at the end of the lunchtime period.

Safeguarding

Awareness is the key here, such as:

- (a) Read and adhere to the school's safeguarding policies.
- (b) Being aware of and promoting health and safety at work.
- (c) Always patrolling the assigned area regularly.

Note

This job description cannot possibly cover all the jobs during the lunchtime period. There may be reasonable pressing needs which the appointee may be asked to undertake on occasions.