



Job description for Lunchtime Supervisor

A midday supervisor will be part of a team that is responsible for supervising pupils and the school's premises during the lunchtime session to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

Duties and responsibilities

Supervision

- Supervise pupils in the lunch area, playground and classrooms (for wet play)
- Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher/lead lunchtime supervisor
- Monitor pupils that aren't engaging in play and feedback any concerns to class teachers

Organisation

- Support with the setting up and clearing away of equipment used in the lunch areas
- Manage pupils' entrance and exit from the lunch area in an orderly manner
- Clean up food and water spillages

Health and safety

- Observe pupils and the environment taking action to minimise any identified health and safety risks
- Ensure that there is appropriate first aid available as and when required.
- Record details of incidents in line with the school's reporting procedures
- Be aware of and support pupils with medical/dietary needs

In the case of an accident or illness of a pupil:

- Notify the Office and/or Head Teacher/Deputy Head Teacher of any serious incidents which may have occurred during the lunchtime.
- In an emergency immediately inform a member of SLT to support and take appropriate and immediate action. Following an accident, as soon as possible and within twenty-four hours, to complete the appropriate form and submit this to the Head Teacher. Ensure that the accident book is correctly completed.

Behaviour

- Report any incidents of serious misbehaviour to the class teachers and Senior Lunchtime Supervisor, in line with the school's behaviour policy
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Make sure children tidy up after themselves in the lunch area and when using play resources/equipment
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour

Play

- Active supervision of pupils through organised play activities which encourage pupils to play and make use of play equipment
- Offer educational instruction where needed to help pupils to share play equipment
- Help to resolve issues between pupils during play activities

Safeguarding

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Earl Spencer Primary School through the school's safeguarding policy

Other areas of responsibility

Read and follow the relevant school policies including the Staff Code of Conduct.

Undertake training specified by the Headteacher as required to develop in the role

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a midday supervisor will carry out. The post holder may be required to do other duties appropriate to the level of the role.

Person Specification for the post of Lunchtime Supervisor

Earl Spencer Primary School is committed to safeguarding and promoting the welfare of children.

Any appointment will be subject to a fully enhanced CRB check.

	ESSENTIAL	DESIRABLE
EXPERIENCE		<ul style="list-style-type: none">• have experience of working with children e.g. parent, Brownie leader, teaching assistant, lunchtime supervisor.
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none">• be an organised and logical thinker;• be approachable and professional in all situations;• be adaptable and responsive in all situations;• be a patient and friendly person;• be able to communicate well with children and adults;• be creative and use initiative to engage children;• be encouraging and resourceful	
QUALIFICATIONS		First aid qualification.
	<ul style="list-style-type: none">• Capable of the physical requirements of the job.	